OBJECTIVES:

The course will address topics of Special Collections Librarianship, including the management of rare books and manuscript collections, ethics, security, preservation and digitization. The course will allow students to become familiar with specialized research tools and techniques that are daily utilized by bibliographers, rare book dealers and Special Collections librarians. Utilizing primary source materials from the Harry Ransom Humanities Research Center, the course will offer an introduction to the study of rare books, including medieval manuscripts, incunabula and other books from the hand-press era, illustrated books, and historic bookbindings.

TOPICS:

Hands-on Examination of Medieval Manuscripts and Early Printed Books, Descriptive bibliography, Rare Book reference works, the Antiquarian Book trade (auctions, dealers, librarians and collectors), Price guides and Web resources, Acquisition and De-accessioning in Special Collections, User and public services policies, Issues of Copyright, Professional Ethics, Library Security, Rare Book Cataloguing, Issues of Preservation, Digitization of rare materials, Digital Assets.

EVALUATION:

Grades will be based on assignments (25%), Participation in the Collections Development Blog (15%) Examination (10%), Formal “Acquisitions Committee” Presentation (10%), Final project (20%), Class Participation (20%).

Assignment 1: Discuss problems of “Standards For Ethical Conduct For Rare Book, Manuscript, and Special Collections Librarians
Assignment 2: (Informal) Presentation: “This Old Book” (Feb. 11, 2013). 5% of final grade. Oral, 2-3 minutes.

Assignment 3: Bibliographical Exercise: Cataloging a Pre-1800 Printed Book = 5% of final grade. Written, 2-5 pp. (due Mar. 4, 2013)

Assignment 4: Bibliographical Exercise 3 (Appraising a Book) = 5% of final grade (due Mar. 4, 2013). Written, 2-5 pp. (due Mar. 18, 2013)

Midterm Examination: Terminology / Bibliographical questions / Rare Book reference works = 10% (March 25, 2013)

Assignment 5: Formal Proposal for Final Project = 5% of final grade (due April 1, 2013). Written, 2-3 pp. This document is to be considered a formal proposal soliciting support for a scholarly article; or as a formal proposal soliciting support from an exhibition committee.

Assignment: “Curator’s presentation to the Acquisition Committee” = 10% of final grade (April 29, 2013). Oral presentation (ca. 3-4 minutes) with written notes (no more than 2 pp.) to be distributed to the instructor and to each member of the class. The class will serve as the “Acquisition Committee.” The exercise affords an opportunity for the student to solicit support for major acquisition. Discussion of each proposed acquisition is strongly encouraged.

Final Project: Term Paper / Exhibition Catalog = 20% (due before May 6, 2013, 1:00pm CST)

Blog: "Collections Development - Rare Books and Manuscripts" (throughout Semester) = 15% of final grade. On Blackboard / Course Tools / Blogs: Identify five (5) Special Collections libraries identify particular types of collections that are currently being developed. See if there is a published Collections Development Policy; if no Collections Development Policy is located for a particular library, try to list materials that appear to be of current collecting interest. As per the Research Library Group Conspectus this would classed as Tiers 4-5

Class Participation (throughout Semester) = 20%. Your participation (or non-participation) in class discussion will be factored into your final grade for the course. INF 385T is a seminar class founded on active, collaborative discussion and voluntary verbalizations. At the risk of stating the obvious: ask questions and seek to provide answers to questions posed by your colleagues and by the instructor. Your experience with primary source materials and your interpretations of the readings provide the starting point for our discussions. The goal is to improve the quality of the seminar for all participants; and to develop academic communication skills in preparation for careers as information professionals.
TEXTS:

ABC FOR BOOK COLLECTORS 8TH ED.
Carter, John & Nicolas Barker
Eighth US Edition With Corrections, Additions and an Introduction by Nicolas Barker.
PCL Reference Z 1006 C37 2004
HRC Z 1006 C37 2004 REF

A NEW INTRODUCTION TO BIBLIOGRAPHY.
Gaskell, Philip
Winchester & New Castle, Delaware : St. Paul's Bibliographies & Oak Knoll Press 2000
HRC Z 116 A2 G27 1995 REF

Guide to the Collections: Harry Ransom Humanities Research Center.
http://www.hrc.utexas.edu/collections/guide/

PERIODICALS:
RBML (= Rare Book and Manuscript Librarianship)
RBM (= Rare Books and Manuscripts)
C&RL NEWS (= College and Research Libraries News)

Class 1
Monday, January 14, 2013

Introduction
Presentation: Olivia Primanis (HRC Conservation):
Proper Handling Techniques / Preservation Housings

Introduction to “Rare Books and Special Collections” / administration / distribution of
old books from the Instructor's collection to be taken home by the student (NB: these
volumes are to be returned on Feb. 11, 2013)

Introduction to EXLIBRIS. To subscribe to the list:
http://www.lsoft.com/scripts/wl.exe?SL1=EXLIBRIS-
L&H=LISTSERV.INDIANA.EDU

Discuss written Assignment #1 (due Jan. 28, 2013): Assessment of RBMS Standards
For Ethical Conduct For Rare Book, Manuscript, and Special Collections Librarians:

FOR NEXT WEEK: Examine HRC Medieval & Renaissance MSS in HRC Reading Room

Required Readings:
Introduction to AEON and HRC Research Account:
http://www.hrc.utexas.edu/research/account/

In-class discussion: The Significance of Primary Records: A Statement from the Modern Language Association:
http://www.mla.org/resources/documents/rep_primaryrecords/repview_records/primary_records1

Standards For Ethical Conduct For Rare Book, Manuscript, and Special Collections Librarians

What’s So Special about Special Collections Librarians?
Alice D. Schreyer
RBM, Volume 7, Number 1, Spring 2006
http://rbm.acrl.org/content/7/1/49.full.pdf+html

PERUSE:

Carter, ABC for Book Collectors

Christopher de Hamel, Scribes and Scholars.
PCL Reserves -- ND 2920 D4 1992
HRC -- ND 2920 D4 1992

Martin Luther King, Jr. Day
Monday Jan. 21, 2013
NO CLASS

Class 2
Monday Jan. 28, 2013
Presentation: Olivia Primanis (HRC Conservation):
Proper Handling Techniques / Preservation Housings

Bibliography

Written Assignment #1 Due: Potential Problems of Standards For Ethical Conduct For Rare Book, Manuscript, and Special Collections Librarians (5% of grade)

FOR NEXT WEEK: Examine Incunabula in HRC Reading Room
Required Readings:

Gaskell, all chapters on Hand Press Period

PCL Z 987 B68
HRC Z 986 B68

Class 3
Monday February 4, 2013

Presentation by James Stroud (HRC Conservation)
Tour of HRC 4th Floor and Basement Conservation Labs

FOR NEXT WEEK: Examine early printed books (Aldine-Uzielli Collection and Pforzheimer Collection) in HRC Reading Room

FOR NEXT WEEK: Return Instructor's "Old" Book to HRC for Presentation ("This Old Book")

Readings:

Rare Condition: Preservation Assessment for Rare Book Collections
Mary Ellen Starmer, Sara McGough Hyder, and Aimée Leverette
RBM Volume 6, Number 2, Fall 2005
http://rbm.acrl.org/content/6/2/91.full.pdf+html

Your Old Books
RBMS Publications Committee (Revision 2005.2) 02/07/2006
http://www.rbms.info/yob.shtml

Pilette, Roberta and Carolyn Harris. It Takes Two to Tango; A Conservator’s View of Curator/Conservator Relations. RBML vol. 4, no.
rbm.acrl.org/content/rbml/4/2/103.full.pdf

Class 4
Monday, February 11, 2013

Presentation by Christopher Jahnke (Head of Technology and Digital Services)
Assignment #2: Informal Presentation -- “This Old Book” (at which time Instructor's books are to be returned) -- 5% of final grade

Discuss: Written assignment (Bibliographical exercise #2: “Catalogue a Book” – 5% of final grade – due Feb. 25, 2013

FOR NEXT WEEK: Examine Early Modern printed books in HRC Reading Room

Required Readings:

Gaskell, Chapters on Edition Binding, Identification, Bibliographical Description

“ARL Promotes Member Use of Large-Scale Digitization Principles” http://www.arl.org/news/pr/principles-4august10.shtml

Contemplating Scholarship in the Digital Age
David M. Levy
RBM Volume 6, Number 2, Fall 2005
rbm.acrl.org/content/6/2/69.full.pdf


Class 5
Monday Feb. 18, 2013
Antiquarian Book Trade

Discuss Assignment 3: "Cataloging a Book" (5% of final grade) -- due Mar. 4, 2013

FOR NEXT WEEK: Examine HRC bindings

Required Readings:

Peruse VIALIBRI website:
http://vialibri.net

Peruse American Book Prices Current:
HRC Reading Room Terminal 1 (only). Open browser: ABPC is on taskbar

William S. Reese, THE RARE BOOK MARKET TODAY
http://www.grolierclub.org/Files/2.1.ReeseDESIGNED.pdf
Katherine Reagan, BOOKS IN THE AGE OF ANXIETY
http://www.grolierclub.org/Files/3.2.ReaganDESIGNED.pdf

Tom Congalton, BOOKSELLING IN HARD TIMES: “WILL WORK FOR RARE BOOKS”
http://www.grolierclub.org/Files/2.2.CongaltonDESIGNED.pdf

Class 6
Monday February 25, 2013
Seminar with Elizabeth Gushee
Digital Collections Librarian, HRC

FOR NEXT WEEK: Examine book illustrations in HRC Reading Room

Discuss: Assignment 3: “Catalogue a Book” – 5% of final grade – due March 4, 2013
Discuss: Assignment 4: “Appraise a Book” (5% of final grade) – due Mar. 18, 2013

Required readings:

http://rbm.acrl.org/content/10/1/30.full.pdf+html


Hirtle, Peter B. The Impact Of Digitization On Special Collection Libraries in: Fleur Cowles Flair Symposium 2000, University of Texas, 3 November 2000, Austin, Texas:
http://ecommons.library.cornell.edu/bitstream/1813/11310/1/RLG%20DigiNews%20December%202003.pdf

Patrick Leary, Googling the Victorians. Published in Journal of Victorian Culture, 10:1 (Spring 2005) 72-86.
http://victorianresearch.org/googling.pdf

Class 7
Monday March 4, 2013
Seminar with Everett Wilkie
Security: Theft Prevention / Recovery

Assignment 3 Due: “Catalogue a Book” – 5% grade.
FOR MARCH 18: Examine 18th-century imprints in HRC Reading Room

Required Reading:

Guidelines for the Security of Rare Books, Manuscripts, and Other Special Collections
Approved at ALA Midwinter Meeting, January 2006
http://www.ala.org/ala/mgrps/divs/acrl/standards/securityrarebooks.cfm

Bringing It All Back Home: Recovery of Stolen Special Collections Materials
Richard W. Oram and Ann Hartley
PCL Reserves: N 8795 A78 2009

Optional: Returning Looted European Library Collections: An Historical Analysis of the Offenbach Archival Depot, 1945–1948
Anne Rothfeld
RBM Volume 6, Number 1, Spring 2005
http://rbm.acrl.org/content/6/1/14.full.pdf

March 11-15, 2013
Spring break
NO CLASS

READ: Gaskell, all chapters on the machine press period and bibliographical applications

Bowers, Fredson. Principles of Bibliographical Description.
HRC Z 1001 B78 1994
PCL RESERVES Z 1001 B78 1962

Class 8
Monday March 18, 2013
Presentation by Micah Erwin
DACS / DCRM(B) / RDA

Assignment #4 Due: Appraising a Book = 5% of final grade

Discuss forthcoming Exam (March 25, 2013)

FOR NEXT WEEK: Examine 19th-century imprints in HRC Reading Room
Required Readings:

VanWingen, Peter M.  
_Standard citation forms for published bibliographies and catalogs used in rare book cataloging 1996_  
Z 695.74 V36 1996 HRC REF

"Descriptive cataloging of rare materials (books)"

PCL RESERVES: Z 695.74 U54 2011

Opinion: Resource Description and Access (RDA) -- Karen Coyle  
[http://www.dlib.org/dlib/january07/coyle/01coyle.html](http://www.dlib.org/dlib/january07/coyle/01coyle.html)

Optional Readings:

Winship, Michael. “What the Bibliographer Says to the Cataloger.” _RBML_, vol. 7(2):  
[http://rbm.acrl.org/content/rbml/7/2/98.full.pdf+html](http://rbm.acrl.org/content/rbml/7/2/98.full.pdf+html)

---

Class 9  
Monday March 25, 2013

**Seminar with Georgia Harper** (Scholarly Communications Advisor, UT Austin Library)  
**Copyright Issues**

Exam (10% final grade)

FOR NEXT WEEK: Examine 19th-century imprints (Wrenn Collection) in HRC Reading Room

Required Readings:

OCLC’s Copyright Evidence Registry: explore the site to determine its functionality, usefulness, etc. as a means of cumulating information about the copyright status of works:  

Incredibly, as of 1/11/2013 this site is DOWN:  
[http://www.worldcat.org/copyrightevidence](http://www.worldcat.org/copyrightevidence)

Google Book Settlement Agreement: explore online to determine the purpose and mission of the (forthcoming) Book Rights Registry — how it will enable the identification of copyright status of books, etc.

Library of Congress’ Report on Orphan Works: read the report, at least the executive summary, and consider how the commercial efforts exemplified above (Copyright Evidence Registry and Books Rights Registry) will attempt to address the problems identified in the Report, for which legislative efforts have been thus far unsuccessful. 

James Boyle’s “The Public Domain: Enclosing the Commons of the Mind.” 
http://www.thepublicdomain.org/download/

Class 10
Monday April 1, 2013
Seminar with Jennifer Tisdale (HRC Public Affairs Officer) 
Public Affairs and Special Collections

Nineteenth-century Books

Written Assignment #4 Due: Formal Proposal for Final Project = 5% of final grade. 
Topic for Term Paper (due before May 6, 2013 -- 1:00pm) to be submitted for approval.

FOR NEXT WEEK: Examine 19th-century imprints (Wolff Collection) in HRC Reading Room

Required Reading:


Sadleir, Michael, XIX century fiction : a bibliographical record based on his own collection 
Z 2014 F4 S16 HRC REF

Sadleir, Michael, Excursions in Victorian bibliography 
Z 2013 S12 HRC REF

Class 11
Monday April 8, 2013
Seminar with Margie Rine (HRC Development Officer) 
Development Issues in Special Collections

FOR NEXT WEEK: Examine 20th-century imprints (Carlton Lake Collection) in HRC Reading Room
Required Readings:

http://chronicle.com/article/The-Accidental-Fund-Raiser/125891/

Lisa Browar, “Paving the Road to Hell? Cultural Institutions and the "New" Philanthropy”
RBM Volume 5, Number 1, Spring 2004
http://rbm.acrl.org/content/5/1/52.full.pdf

HRC Z689 S338 2001
PCL RESERVES Z689 S338 2001

Class 12
Monday April 15, 2013

Seminar with Rich Oram (Associate Librarian, HRC)
Administration and Management in Special Collections

FOR NEXT WEEK: Examine 20th-century imprints (Currey Collection / Detective Fiction) in HRC Reading Room

Required Readings

ACRL, Competencies for Special Collections Professionals
http://www.ala.org/ala/mgrps/divs/acrl/standards/comp4specollect.cfm

Mark Dimunation, Red Wine and White Carpets: What We Didn’t Learn in Library School, or When the Dog and Pony Goes Bad
RBM, Volume 7, Number 1, Spring 2006
http://rbm.acrl.org/content/7/1/73.full.pdf+html

http://rbm.acrl.org/content/7/1/40.full.pdf+html

http://www.english.upenn.edu/~traister/future.html
Robert L. Byrd. "One Day…It Will Be Otherwise:” Changing the Reputation and the Reality of Special Collections. RBM Vol. 2, No. 2 Fall 2001
http://www.arl.org/rtl/speccoll/building/byrd~print.shtml

Class 13
Monday April 22, 2013
Seminar Rich Oram (Associate Director, HRC)
Collection Development; the Book Trade
Accessioning and De-Accessioning

Discuss: Presentation to the “Acquisitions Committee” (April 29, 2013)

FOR NEXT WEEK: Examine 20th-century “Modern Illustrated Books” in HRC Reading Room

Required Readings:

Curatorial Crossover: Building Library, Archives, and Museum Collections
Gerald Beasley
RBM Volume 8, Number 1, Spring 2007
PCL Z 688 R3 R374
http://rbm.acrl.org/content/8/1/20.full.pdf+html

Cooperative Collection Building: A Response to Gerald Beasley
Bruce Whiteman
RBM Volume 8, Number 1, Spring 2007
PCL Z 688 R3 R374
http://rbm.acrl.org/content/8/1/29.full.pdf+html

http://rbm.acrl.org/content/rbml/12/1/9.full.pdf+html?

http://rbm.acrl.org/content/rbml/14/1/27.full.pdf+html

Class 14
Monday April 29, 2013
Presentation: “Curator’s presentation to the Acquisition Committee”
(ca. 3-4 minutes) – 10% grade
Discussion: Final Project (due before Monday, May 6, 2013, 1:00pm EST)

Final Project = 20% (due before May 6, 2013, 1:00pm CST)

**Rare Books and Special Collections Librarianship (Term Paper)**

**Or: Exhibition Catalogue**

Students will submit 10-15 page term paper which discusses ONE aspect of the profession of Rare Book Librarianship that was NOT discussed in class. Suitable formats of the Term Paper: MS WORD document, PDF or website. As per Assignment #5, Students are required to submit their formal written proposal for Final Project on or before April 1, 2013.

---

**Attendance Policy**

Three (3) absences lowers the overall final grade by one (1) full letter grade; Four (4) absences lowers the overall final grade by two (2) full letter grades; Five (5) absences results in a Fail ("F") for the course.

Kindly inform the instructor beforehand as to the reason for your absence.

Nota bene: as a courtesy to the other students, please arrive by 1:15pm, otherwise you will be counted as absent. Thank you.

---

**A note on Plagiarism**

Please do not plagiarize, as instances of plagiarism will result in an automatic F (fail) FOR THE ENTIRE COURSE. Plagiarism is defined here:


---

**STATEMENT CONCERNING STUDENTS WITH DISABILITIES**
Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259.