IFLA 2015 World Congress / Cape Town

Rare Books and Special Collections Section Business Meetings

AGENDA

Saturday, 15 August. 9:45 - 12:15. Business Meeting. Conference Center, Ballroom East.

1. Welcome and introductions

2. Announcement: minutes from the Lyon meeting and the midterm meeting in London were distributed and are posted on the website

3. Summary of RBSC section events taking place in Cape Town and other sessions of interest to new members.

4. Election of officers: Chair, Secretary, and Information Officer

5. Announcement of future IFLA meetings:
   - 2016 Midyear meeting (to be determined)
   - 2016 Satellite conference, Newberry Library, Chicago, USA, 10-11 August 2016
   - 2016 IFLA World Congress, Columbus, Ohio, USA, 13-19 August 2016
   - 2017 Midyear meeting (to be determined)
   - 2017 World Congress (to be announced in Cape Town)

6. Brief report on the pre-conference satellite meeting at the University of Cape Town

   - Finished: Spanish, Turkish, Korean, Italian, English
   - In process: Chinese, perhaps Hindu?
   - Needed: Russian, Arabic, French, Japanese, other languages?

8. Report, discussion, and decision about the blog (Daryl Green)

9. Brief report on the midyear meeting and conference in London on developing standards for documenting the provenance of rare books.

11. Ideas for next year’s program sessions in Columbus including collaborations with other sections.

a) An all-day off-site meeting at the University of Ohio (or a 3-hour conference session) about special collection and rare book cataloging. With the Cataloguing Section. Note: there will be a meeting on some of these topics in Edinburgh in November. Topics might include:

- Introduction to the importance of cataloging for special collections
- Introduction to RDA and the revised DCRM
- Bibframe
- Linked Data for Rare Books
- New ways of thinking about cataloging, perhaps the revised ESTC catalog which we will be reviewing next spring
- Perhaps a session or two cataloging non book material (maps, graphics, etc.)
- Open call for papers to supplement with other cataloging changes for rare books across the world
- Perhaps an update on EAD3
- Perhaps an update on the Rare Book Provenance project

b) Born digital cultural heritage: share ideas about what to collect - what to preserve? Principles of selection; who is responsible? [Claudia: “I get more and more aware of this, seeing that a lot of our “products” are in this line - like retrospective national bibliographies, subject specific authority files etc. They are often results of projects, threatened now by new technology AND new rules.”]

c) Special Collections Roundtable. Why have a rare book collection? / strategy meeting on the future of special collections? A recap of the Brown University conference, with a conversation between library directors and rare book/special collections librarians. Strategies, high-level discussions, focus points. Claudia suggests inviting high-ranking head of national libraries. It could also include representatives from IFLA-RBSC, CERL, LIBER forum of digital cultural heritage, ARL. There is a German group DBV-AG Alte Drucke.

d) Documenting visual images in special collections/Metadata for digitized images: a survey of the range of work being done internationally as a step towards developing standards. (Proposed by Isabel Garcia-Monge) In partnership with the Art Libraries, Cataloguing, Classification and Indexing. This could include a paper on cartoon collections, in collaboration with Ohio State University.

e) other ideas?
Wednesday, 19 August, 9:45 - 11:15. Business Meeting. Conference Center, Room 2.41 - 2.43

1. Final decisions on session topics for Columbus (along with agreement for collaboration with other sections)

2. Discussion of the pre-conference satellite meeting in Chicago, 10-11 August 2016. E.C. Schroeder is the program chair. He will submit a list of discussion topics before the meeting.

3. Security Update: News from the field. What role should we play?

4. Future activities and projects for the section

   - Update the webpage: [International Organizations and Projects related to Rare Books and Manuscripts](http://www.ifla.org/node/8413)


5. Future directions or initiatives

   - Security and theft issues: monitoring, reporting?

   - Education and training for rare book and special collections librarians; design a curriculum

   - National bibliographies

   - Publishing proceedings, standards, and/or guidelines

   - Creating exhibits both physical and virtual

   - Cataloguing issues related to special and rare materials

   - Provenance of rare books
LIST OF CONFERENCE EVENTS

Satellite Conference

*Managing and promoting special collections Africa: The Bleek-Lloyd collection and beyond.* | **Friday, 14 August 2015** | All day | University of Cape Town. [Conference Website](http://www.anatoli.co.za/Restaurant/tabid/643/LiveTabId/17681/Default.aspx). [Program and Papers](http://www.anatoli.co.za/Restaurant/tabid/643/LiveTabId/17681/Default.aspx).

Business Meetings

Session 008 - *Standing Committee, Rare Books and Special Collections* | **Saturday, 15 August 2015** | 9:45 - 12:15 | Ballroom East

Session 172 - *Standing Committee, Rare Books and Special Collections* | **Wednesday, 19 August 2015** | 9:45 - 11:15 | Room 2.41 - 2.43

Conference Session

Session 206 - *Fostering collaboration to build and preserve African cultural heritage* | **Thursday, 20 August, 10:45 - 12:45** | Exhibition Hall 2.

Social Event

Anatoli’s Turkish Restaurant

Address:
24 Napier Street,
Greenpoint,
Cape Town,
8001

Email:
info@anatoli.co.za

Phone:
(+27) 021 419 2501

Fax:
(+27) 086 609 0914

Access to lower Napier Street from Somerset Road is now permanently closed. To reach Anatoli, use Alfred St. (between Salesian Institute and BP garage), from Alfred turn left in to Prestwich Str. and left again in to Napier Str.

Rockwell which is on Alfred St. has safe underground parking for R5.00 per hour.

Note: As we are an evening venue, dining times are from 7pm until late. Kitchen closes at 22:30.
IFLA Rare Books and Special Collections Section

Annual Report 2014

In 2014, the Professional Committee approved changing the name of the section from “Rare Books and Manuscripts” to “Rare Books and Special Collections.”

The Rare Books and Special Collections Section provides a forum for discussion and exchange of information on matters of particular concern to rare book, manuscript, and special collections librarians, including the collection, preservation, description, and use of such materials, in all types of libraries worldwide. The Section is a part of Division II: Library Collections.

Membership

Membership in the section has remained steady at about 110. We also maintain a separate mailing list of about 100 additional interested parties.

Standing Committee and Officers

In 2014 the Standing Committee currently had 19 members and 4 corresponding members representing the following countries: Brazil, Canada, China, Cuba, France, Germany, Italy, Russia, Serbia, Spain, Sweden, and The Netherlands.

The officers are in the middle of their 2-year terms. They are David Farneth (Chair), Krister Östlund (Secretary), and Edwin Schroeder (Information Coordinator and Newsletter Editor). Contact information for the officers and the Standing Committee is available on the section’s website: http://www.ifla.org/rare-books-and-special-collections/standing-committee

Meetings

Two business meetings were held in Lyon, and we were pleased to welcome attendees from Morocco and South Africa. Principal topics of discussion included:

- Introductions and approval of meeting minutes
- Program planning for Cape Town conference sessions
- 2015 satellite meeting in Africa
• 2014 midterm meeting in London.
• Translations of the Guidelines for Planning the Digitization of Rare Books and Special Collections
• Proposal to update the section’s brochures and change them from PDF files to webpages.
• A report of the ad hoc committee studying the sections communications mechanisms
• Future goals, projects, and programs

Publications
The section published a new IFLA standard: Guidelines for Planning the Digitization of Rare Books and Special Collections. It is available as a free PDF file. http://www.ifla.org/publications/node/8968?og=59

Programs
The section sponsored two conference sessions in Lyon, as well as tours, social events, and a post-conference satellite meeting, as follows:

Conference sessions
Session 69 — Special Places for Special Collections — Library Buildings and Equipment with Rare Books and Manuscripts | 17 August 2014 | 13:45 - 15:45 | Room: Amphithéâtre | SI
Session 84 — Brave New World: Teaching and Learning Special Collections Librarianship — 18 August 2014 | 09:00 - 17:30 | Off-site at the Bibliothèque municipale de Lyon

Special Events
Monday, August 18. Section dinner at Brasserie Georges.
Wednesday, August 20. Afternoon visit to the printing museum in Lyon (Musée de l'imprimerie Lyon). http://www.imprimerie.lyon.fr
Friday, August 22. All-day library tour to Bibliothèques municipales de Grenoble. This library hosts the library of the Grande chartreuse, the first monastery of the order created ad the end of the 11th century, together with a collection related to Stendhal, born in Grenoble, including some original manuscripts of his novels. Details will be announced at the business meeting. http://www.bm-grenoble.fr

Satellite Conference
History of Librarianship. Monday- Tuesday, 25-26 August | Ecole nationale supérieure des sciences de l'Information et des bibliothèques (enssib),
The section also held a Midyear meeting in Washington DC and Baltimore, Maryland, USA on 1-2 April 2014. WE had an impressive attendance of 15 people, including guests representing educational programs in the U.S. for rare book librarians. We planned the program for the all-day off-site meeting in Lyon on the topic: Brave New World: Teaching and Learning Special Collections Librarianship. The meeting also featured tours and discussions with staff at the Library of Congress, the Folger Shakespeare Library, and tours of three libraries at Johns Hopkins University: the George Peabody Library, the main library research commons, and the Evergreen Museum and Library.

**Ongoing Project and Initiatives**

Digitization Guidelines: We continuing to solicit more translations of the guidelines. Currently there are Spanish, Korean, Turkish, and Italian.

Communication plan: Discussions are on-going about starting a blog in place of a newsletter.

Update the List of International Organizations and Projects Related to Rare Books and Manuscripts on the section’s website

Revise the Section Brochure, solicit new translations, and post them as PDF files on the website.

Discuss and document longer term goals for the section
First Standing Committee Meeting: Saturday 16th August, 9.45--12:15

1. Welcome and introductions.
Standing Committee Members present: Jan Bos, Fabiano Cataldo, Mark Dimunation, Pilar Egoscozábal, Maria Ermakova, Claudia Fabian, David Farneth, Isabel García-Monge, Bente Grandrud, Daryl Green, Raphaële Mouren, Angela Nuovo, Krister Östlund, Edwin Schroeder, Chu Shuqing, Winston Tabb, Garrelt Verhoeven, Helen Vincent.
Other attendees: Fanny Blanchard, Romane Coutanson, Jeanne Deewes, Bianca Fugaldi, Monique Hulvey, Naima Keddane, Juliette Pinçon, Federica Riva, Bettina Wagner.
Standing Committee Members not present: Eric Holzenberg, Tatjana Subotin-Golubovic, Marina Venier

2. Approval of the minutes from the business meetings in Singapore and from the midterm meeting in Washington D.C. (April 2014).
The August 2013 (Singapore) and the April 2014 (midterm meeting Washington D.C.) minutes were approved.

2014 marks the end of the two-year membership cycle, which means that elections are held next year both for new members and officers.
During the spring of 2014 Daryl Green and Helen Vincent have been appointed new members of the standing committee, replacing (with reference to rule 18.25) Celine Gendron and Daniel Hericher. They are filling casual vacancies, and 2015-2019 will count as their first term as standing committee members.
Fabiano Cataldo has been appointed corresponding member of the standing committee.

4. Summary of the RBMS events in Lyon
   a) Business Meetings:
   Standing Committee I  16 August 2014 | 09:45 - 12:15 |
   Standing Committee II 20 August 2014 | 11:30 - 13:00
   b) Conference Sessions:
   Session 69 — Special Places for Special Collections — Library Buildings and Equipment with Rare Books and Manuscripts | 17 August 2014 | 13:45 - 15:45 |
   Session 84 — Brave New World: Teaching and Learning Special Collections Librarianship — 18 August 2014 | 09:00 - 17:30 | Off-site at the Bibliothèque municipale de Lyon
   c) Special Events:
   Monday, August 18. Section dinner at Brasserie Georges.
   Wednesday, August 20. Afternoon visit to the printing museum in Lyon (Musée de l'imprimerie Lyon).
   Friday, August 22. All-day library tour to Bibliothèque municipale de Grenoble.
d) Satellite Conference: 
*History of Librarianship.* Monday- Tuesday, 25-26 August | Ecole nationale supérieure des sciences de l’Information et des bibliothèques (enssib)

e) Other meetings of interest:
Monday: Launch of the Lyon Declaration. “The Lyon Declaration is an advocacy document that will be used to positively influence the content of the United Nations post-2015 development agenda. The Declaration states clearly that access to information supports development”

5. Newsletter, Blog, Facebook, Flickr
Discussion on RBMS’s communications media. Today there is 1) a Newsletter (published twice a year) 2) a Facebook page and 3) a Flickr account (photos of meetings etc.).
The discussion was focused on whether to start a blog or not, and as a consequence of this, whether to continue the Newsletter or not.
IFLA HQ has no objections to the sections starting different blogs, and has no preferences as to platforms, contents etc.
The pros and cons of a blog versus a newsletter were discussed – but in the end it must be remembered and considered that not everybody uses social media, and that social media don’t even reach certain countries.
A formal communications group was formed (consisting of Edwin Schroeder, [chair], Daryl Green, Mark Dimunation, Claudia Fabian, Isabel Garcia-Monge, Helen Vincent) to further discuss this issue, and to come up with a formal proposal as soon as possible.

6. Digitization Guidelines: revised and submitted for approval
David Farneth informed the section that the digitization guidelines now have been formally approved by the Professional Committee. A couple of sentences need to be added to the acknowledgements section before publication.
The guidelines will be published as one of the first titles in the new series of guidelines, and will be formatted according to the new look.

7. Future meetings
- Midterm, London, 11-13 March 2015 (suggested by Raphaële Mouren)
- Cape Town Satellite Conference, 13-14 August 2015
- 2015 World Congress, Cape Town, 15-20 August 2015
- 2016 World Congress, Columbus, Ohio, USA 11-18 August 2016

8. Update on the UNESCO Memory of the World Programme
Jan Bos, the IFLA representative at the UNESCO Memory of the World Programme, gave an update on the Memory of the World Programme.
([http://www.unesco.org.uk/international_memory_of_the_world_register](http://www.unesco.org.uk/international_memory_of_the_world_register)).
9. Sessions at the Cape Town World Congress/Satellite Meeting in Cape Town: deciding on themes

Proposed topics for Cape Town program sessions:


Program committee: David Farneth, Edwin Schroeder, Helen Vincent, Jan Bos, Nâma Keddane, Federica Riva.

3) Authenticity: physical vs. digital (surrogate) version. What is lost in the transition from physical to digital surrogate?
This session was postponed and reserved for Columbus.

Proposed topics for Cape Town Satellite Meeting

1) What constitutes “special collections” in Africa. Compare collections from North Africa and the Middle East with those in the rest of Africa.

2) Documenting and Preserving Contemporary (post WWII) African Culture – how African contemporary history is being documented in situations such as the Arab spring, Sudan etc. Including a workshop – defining, planning, and executing a documentary heritage program in the context of social and cultural challenges.

The group reviewed these proposals in advance of the discussion scheduled for the Wednesday meeting.

Second Standing Committee Meeting: Wednesday 20 August, 11.30--13.00

Standing Committee Members present: Jan Bos, Fabiano Cataldo, Mark Dimunation, Pilar Egoscozábal, Claudia Fabian, David Farneth, Isabel García--Monge, Bente Grandrud, Daryl Green, Raphaële Mouren, Angela Nuovo, Krister Östlund, Edwin Schroeder, Winston Tabb, Garrelt Verhoeven, Helen Vincent.


Standing Committee Members not present: Maria Ermakova, Eric Holzenberg, Chu Shuqing, Tatjana Subotin-Golubovic, Marina Venier
1. Finalize program sessions for Cape Town/Proposition from the Preservation and Conservation Section to co-operate with RBMS for a satellite conference in South Africa 2015

The Preservation and Conservation Section proposes a co-operation for a satellite meeting in South Africa 2015; ½ day session in Pretoria/Durban on "how to plan conservation during difficult circumstances", possibly with a hands-on meeting in Durban, working directly with the collections there. On behalf of the RBMS David Farneth thanked for the kind offer, but considering RBMS's advanced plans for a satellite meeting in Cape Town, with well-established contacts at the University of Cape Town, the offer was kindly rejected.

To finalize the program for the satellite meeting it was decided to reduce the meeting to one day only – the Friday before the Conference starts (with a possibility to turn it into a one-day off-site meeting instead, should that be considered more suitable).

The Program Group consists of: David Farneth, Edwin Schroeder, Helen Vincent, Jan Bos, Naima Keddane, Federica Riva, Garrelt Verhoeven, Isabel García-Monge, Fabiano Cataldo working with Renate Meyer (Special Collections Liaison Services, University of Cape Town) and Douwe Drijfhout (National Library of South Africa).

2. Report from the Communications Committee

The Communications Committee has had one meeting since the first Standing Committee meeting, and has made some preliminary remarks on the web-page, newsletter, list-serv. and the blog. Since not all has access to social media cross publishing will be necessary. The main language of RBMS’s social media will be English. Further information will come later.


After a short discussion it was decided to hold a satellite conference in 2016 in Chicago. Program plans will be discussed at the 2015 Mid-term meeting.

4. Proposal to change the name of the section

The Rare Books and Manuscript Section has made a formal request of the Professional Committee and IFLA leadership to change the name of the section to “Rare Books and Special Collections Section”. The request is based on several years of discussion in the section. The result of a formal vote was yes: 17 and no:0. Thus the request was formally endorsed by the members of the Section. David Farneth will submit the proposal to Russell Lynch and the Professional Committee.

5. Announcement from the floor/Proposed AV-session

Harriet Sonne de Torrens (University of Toronto Mississauga) from the Audiovisual and Multimedia Section suggested a joint session on ‘image content’ and metadata in digitization projects for Columbus 2016. A working group consisting of Harriet Sonne de Torrens, Isabel García-Monge, and Vincent Boule (Bibliothèque nationale de France) was formed and will give a first report at the 2015 Mid-term meeting.

6. Review of the Mission Statement

The Mission Statement of the Section needs to be adjusted to the new name. This is the proposed new statement: “The section provides a forum for discussion, and exchange of information, on matters of particular concern to rare book, manuscript, and special collection librarians, including the collection, preservation, description, and use of such materials, in all types of libraries.” (suggested adjustments in bold). The new Mission Statement was accepted with 17 votes for, and no against. This change will be reflected on the website after the Lyon meeting.
7. Midterm meeting 2015, 2016
There was a proposal to postpone the London mid-term meeting from March 11-13 to a later date (in April), or an earlier date (in February). There are, however, strong arguments to keep it where it is. David and Raphaële will investigate if any earlier dates are feasible. Garrelt Verhoeven suggested a midterm-meeting in Amsterdam 2016. This question will be discussed, and decided upon later.

8. Review of the Action Plan, Future activities for the Section, and Future Directions or Initiatives for the Section
The meeting had to be brought to an end and the discussion on these matters had to be postponed to a later meeting.

Submitted by Krister Östlund, Secretary, IFLA Rare Books and Manuscripts Section
IFLA Rare Books and Special Collections Section
Minutes from the Midterm Meeting in London / 11-13 March 2015.

Participants: Jan Bos, Mark Dimunation, Claudia Fabian, Daryl Green, David Farneth, Isabel García-Monge, Raphaële Mouren, Angela Nuovo, Laila Österlund, Krister Östlund, Edwin C. Schroeder, Winston Tabb, Helen Vincent.

Wednesday, 11 March: Warburg Institute, London

10:00 – 17:00: All-day conference on the theme “A coordinated approach to recording and searching provenance records and images: moving forward”. The workshop was a joint venture with CERL, co-organized by Raphaële Mouren (IFLA RBSC) and Cristina Dondi (CERL) and held at the Warburg Institute. Thanks in part to an effective marketing effort, there was much more interest in the meeting than anticipated. The first day featured reports and updates about current projects taking place in the Europe and North America. During the second day (which was devoted to break-out groups), the leaders crafted a clear path for creating international guidelines devoted to creating and sharing provenance information and images about rare books. The funding provided by IFLA was critical to the success of this meeting, because it provided the flexibility we needed to accommodate the larger-than-anticipated group and helped the organizers to advertise the meeting more broadly.

Thursday, 12 March: Warburg Institute, London

10:15-12:00: Business meeting of the IFLA Rare Books and Special Collections section.

1) Program planning for IFLA 2016 (Columbus and preconference meeting in Chicago).
Pre-conference meeting in Chicago: 1½ days (Thursday and Friday morning before the main conference) or 2 days (Wednesday and Thursday before the main conference) of tours, visiting three libraries (for instance The Newberry, The University of Chicago, Loyola University, and The Art Institute of Chicago) and at the same time having an exchange of ideas, talking at each institution about their specialties, challenges, and programs undertaken to manage ever-expanding collections, process backlogs, and expose “hidden” collections. Other topics could include digital scholarship, storage solutions, or acquiring at-risk collections. Discussion was given to inviting Brewster Kale from the Internet Archive and non-U.S. counterparts to speak. Most people were in favour of a 2-day meeting. A program committee will finalize the program chaired by E.C. Schroeder.

Several ideas were proposed for the main conference in Columbus, including:
   a) cartoon collections (together with Ohio State University and Art Libraries section)
   b) opening up special collections to the public – including crowd sourcing, user tagging etc., sharing metadata, letting others curate your
collection, open access, fair use of copyright material, etc. – Everything is Open?


d) Documenting visual materials in Special Collections/Metadata for digitized images: a survey of the range of work being done internationally as a step towards developing standards. In partnership with the Visual Materials section.

2) Cape Town program, with invited guests Laura Gibson and Rebecca Kahn.

Two sessions are planned for Cape Town 2015, one pre-conference and the other a conference session. The “combined” call for papers sent out earlier this year resulted in 21 proposals (see Appendix 1).

The theme for the conference session (2 hours, 5 papers) will be “collaboration between institutions”, and will include the papers on the Timbuktu manuscripts.

The pre-conference session will consist of papers and panel discussions, loosely concentrating on accessibility of special collections, motives behind building special collections, managing special collections, and ownership, all within an African context.

13:00 – 15:00: Joint meeting with CILIP (Chartered Institute of Library and Information Professionals) RBSCG members Fiona Courage (Chair), Hugh Cahill, and Karen Attar. Helen Vincent is the liaison member of both groups.

Karen Attar started by giving a presentation about the process of preparing of the new edition of The Directory of Rare Books and Special Collections in the UK and Republic of Ireland and some of the decisions and compromises that had to be made. This was followed by a general discussion on topics like “What can we do together?”, “Where do our topics overlap?”, “How can we share information better?” Some future goals and topics for future discussion include:

1) put conference and meeting presentations on-line
2) organize have formal/informal joint activities, including conferences
3) discuss the future education requirements for rare book librarians
4) organize a meeting of national leaders in rare books to define the current “state of the art.”
5) Staffing challenges: lack of turnover and the importance of diversity in collections (in some areas there is perceived a need for further diversity in collections and staff).

15:00 – 16:00: Other issues

1) Discussions on starting a blog. The RBSPS has decided to start a blog as a replacement for the current Newsletter. A short discussion “pro et contra” followed Daryl Green’s introduction: few people read blogs today, a blog doesn’t differ that much from a Facebook-page, a blog is, on the other hand, more stable and easier to search. “If you have a blog you are also forced to have a twitter account, which points to the blog”. We still do not have a name for the blog.

2) There has been a request for IFLA RBSPS to sign a petition in support of the library in Parma, which, due to budget cuts, today lacks a director. Angela Nuovo provided useful information on the current state
of financial support for museums and libraries in Italy. We decided that IFLA RBSPS should not single out single libraries. It would be more effective if IFLA leadership could present a more positive-oriented statement about the importance of maintaining library funding on a national and global level.

3) As of 11 March the results of the nomination process for the RBSPS 2015-2019 has not been revealed.

16:00 – 17:00: Tour of the Senate House Library, University of London.

**Friday, 13 March, Day trip to the University of Oxford for meetings with Special Collection librarians**

11:00-12:00: Lincoln College Libraries (Fiona Piddock)
13:30-14:30: Merton College Library (Julia Walworth)
15:00-16:00: Bodleian and Weston (Wilma Minty)