

## **COURSE SYLLABUS - 2<sup>nd</sup> Edition**

**LBSC 731 – Special Collections  
University of Maryland  
College of Information Studies**

**Fall 2014  
Mon., 6:00-8:45  
HBK 0302J**

### Instructor:

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Office Hours: Mondays, 4:00 – 5:30 p.m. (My office is on the first floor, adjacent to the Maryland Room – ask for me at the Maryland Room welcome desk.)

Or by appointment. I am on campus most weekdays and can stay after class if you need to speak with me.

### Course Scope

This course will explore key issues in managing library-based special collections. From traditional book and paper formats to digital media, special collections in libraries and other cultural institutions are essential source materials that preserve important bodies of information and promote scholarship. Curators of special collections employ a variety of techniques and approaches to identify, acquire, preserve, describe, and make accessible these materials. While the various formats and types of materials in special collections have some unique characteristics, this class will explore commonalities. Finally, special collections curators are facing new challenges due to emerging technologies and changing perceptions about the purpose and value of collections. We will discuss some of these issues and explore how special collections curatorship in the 21<sup>st</sup> century is evolving.

### Reading Assignments and Class Discussion

The bibliography supporting a course emphasizing practical techniques and real world situations in special collections is rather slim; therefore, readings in this class primarily come from the small number of professional journals and research studies in the field. Readings will be available at the ELMS site for this class or via WorldCat UMD, the portal to electronic journals for the Libraries <http://www.lib.umd.edu/>. We also will examine information regarding special collections on the web.

In order to cover the broad range of topics covered by this course, the instructor will ask students to complete readings and assignments ahead of each class session. This will facilitate our class discussion. Class attendance and participation are important – a quarter of your final grade will be based on your contributions in class.

### Written Assignments & Grades

There will be three written assignments: an exhibit review (**due on Oct. 13**), a collection development policy and/or an outreach plan (**due on Nov. 17**), and a take-home final examination (**due on Dec. 8**). Each of these assignments along with class participation will constitute one quarter of the grade for the course. Your instructor will distribute instructions describing the expectations for each assignment, but the goal in each is the type of concise, well-developed prose that is the hallmark of professional writing.

### Honor Pledge

The University of Maryland and the College of Information Studies adhere to a strict policy of academic integrity. All exams, papers, and assignments (unless otherwise instructed) turned in by students should include the honor pledge:

***I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.***

For more information, please see the Office of Judicial Programs & Student Ethical Development's website: <http://www.jpo.umd.edu/>

### Accommodations for Students with Disabilities

The University is legally obligated to provide appropriate accommodations for students with disabilities. The campus' [Disability Support Services Office](#) (DSS) works with students and faculty to address a variety of issues ranging from test anxiety to physical and psychological disabilities. If a student or instructor believes that the student may have a disability, they should consult with DSS (4-7682, email [Dissup@umd.edu](mailto:Dissup@umd.edu)). Note that to receive accommodations, students must first have their disabilities documented by DSS. The office then prepares an Accommodation Letter for course instructors regarding needed accommodations. Students are responsible for presenting this letter to their instructors.

## **Class Schedule**

### **9/8 Introduction & Overview of Course Themes**

Readings:

Julian Bond and Jeanne Theoharis, "Rosa Parks Silenced" *Washington Post*: August 30, 2011. [ELMS: Files]

Todd Gillman, "A Gentle Reminder to Special Collections Curators," *Chronicle of Higher Education*, April 30, 2010, pp. A54-A55. [ELMS: Files or Online via WorldCat UMD]

Daniel Traister, "Is There a Future for Special Collections? And Should There Be? A Polemical Essay," *RBM: A Journal of Rare Books, Manuscripts, & Cultural Heritage* 1(2000): 54-76.  
<http://rbm.acrl.org/content/1/1/54.full.pdf+html>

## **Exhibit Review Assignment Distributed on 9/8 - Due on 10/13/14**

### **9/15 Defining Special Collections: Function and Organizational Context**

Readings:

William Joyce, "The Evolution of the Concept of Special Collections in American Research Libraries," *Rare Books & Manuscript Librarianship* 3 (March 1988):19-29.

Online via WorldCat UMD or at ACRL web site:

<http://rbm.acrl.org/content/rbml/3/1/19.full.pdf+html>

Terry Cook, "Evidence, Memory, Identity, and Community: Four Shifting Archival Paradigms," *Archival Science* 13(June 2013): 95-120.

Online via WorldCat UMD

Jackie M. Dooley and Katherine Luce, *Taking Our Pulse: The OCLC Research Survey of Special Collections and Archives*. Dublin, OH: OCLC Research, 2010.

**Focus on the executive summary, introduction, conclusion and browse the rest for a sense of current trends and different types of special collections.**

<http://www.oclc.org/resources/research/publications/library/2010/2010-11.pdf>

Assignment: Find the web sites for two or three special collections departments/units in an academic library or research institution and look for a mission statement or definition of "special collections." If you cannot find a concise definition of the term, try writing your own mission statement that explains the purpose of special collections as a separate entity within an institution. Note the URL so we can look at some examples in class.

### **9/22 Dealing with Dealers: The Business of Acquisition (and Disposal)**

Guest Speaker: Michael Osborne, Michael J. Osborne Books, LLC

Readings:

Leona Rostenberg and Madeleine Stern, "The Changing Rare Book Trade, 1950-2000," *RBM*, 5 (Spring 2004): 11-23.

<http://rbm.acrl.org/content/5/1.toc>

“Books in Hard Times: The Impact of the Recession on Collectors, Librarians, and the Antiquarian Booktrade,” Symposium held at the Grolier Club, September 22, 2009.

Read presentations by: William S. Reese, Tom Congalton, Priscilla Juvelis

<http://www.grolierclub.org/default.aspx?p=DynamicModule&pageid=293990&ssid=175123&vnf=1>

Michael Doylan, “Experiments in Deaccessioning,” *American Archivist*, 64 (2001): 350-362.

<http://archivists.metapress.com/content/2221602x5k72812u/fulltext.pdf>

Assignment: Familiarize yourself with the web site of the Antiquarian Booksellers Association of America (ABAA) at: <http://abaa.org/> Also look at Advanced Book Exchange at <http://abebooks.com> and Vialibri at <http://www.vialibri.net/> for comparison. If you have any books or other paper collectibles you think are valuable, bring them in. Michael and I will provide free, if unofficial, appraisals as part of an exercise on determining value.

## **9/29 Private Collectors & Donor Relations**

Guest Speakers: Clare & August Imholtz; Mark Samuels Lasner

Readings:

Nicolas Basbanes, *A Gentle Madness: Bibliophiles, Bibliomanes, and the Eternal Passion for Books*. New York: Henry Holt, 1995. Chapter 1: Touching the Hand, pp. 9-24. [On ELMS: Files]

D.T. Max, “Final Destination: Why Do the Archives of So Many Great Writers End Up at Texas?” *The New Yorker*, June 11, 2007, pp. 54-71.

[http://www.newyorker.com/reporting/2007/06/11/070611fa\\_fact\\_max](http://www.newyorker.com/reporting/2007/06/11/070611fa_fact_max)

Mark Samuels Lasner, “A Collector’s View.” Books in Hard Times: The Impact of the Recession on Collectors, Librarians, and the Antiquarian Booktrade.

Symposium held at the Grolier Club, September 22, 2009.

[http://www.grolierclub.org/Files/4.1.Samuels\\_LasnerDESIGNED.pdf](http://www.grolierclub.org/Files/4.1.Samuels_LasnerDESIGNED.pdf)

Assignment:

We will be discussing reasonable expectations for special collections curators and donors in negotiating a donation.

Read the UCLA statement on donations at:

<http://www.library.ucla.edu/specialcollections/researchlibrary/giving-special-collections>

Read RLI 279, "Special Issue on Special Collections and Archives in the Digital Age," (June 2012)

<http://publications.arl.org/rli279/>

Read the "Model Gift Agreement" and "Guidelines for Creators of Personal Archives" for the Paradigm Project at:

<http://www.paradigm.ac.uk/workbook/appendices/guidelines.html>

## **10/6 Building Collections: Planning, Appraisal and Acquisition**

Readings:

Marvin J. Taylor, "I'll Be Your Mirror, Reflect What You Are: Postmodern Documentation and the Downtown New York Scene from 1975 to the Present." *RBM: A Journal of Rare Books, Manuscripts, & Cultural Heritage* 3 (Spring 2002): 32-52.

<http://rbm.acrl.org/content/3/1/32.full.pdf+html>

Lynne M. Thomas, "The Embedded Curator: Reexamining the Documentation Strategy of Archival Acquisitions in a Web 2.0 Environment." *RBM: A Journal of Rare Books, Manuscripts, & Cultural Heritage* 13 (Spring 2012): 38-48.

<http://rbm.acrl.org/content/13/1/38.full.pdf+html>

Mark A. Greene, "The Power of Meaning: The Archival Mission in the Postmodern Age" *American Archivist* 65(Spring/Summer 2002): 42-55.

<http://archivists.metapress.com/content/1914668v881wv19n/fulltext.pdf>

Assignment:

Read the "Collection Development Policy" of the University of Virginia located at:

<http://www2.lib.virginia.edu/small/collections/policy.html>

In addition, try to find another collection policy on the web for a special collections institution. In class we will discuss what constitutes a good collection policy.

## **10/13 Collection Assessment: The Planning that Precedes MPLP, Digitization and Everything Else; Copyrights & Wrongs: Intellectual Property in the Digital Age**

Guest Speakers: Joanne Archer & Cassie Schmitt, UM Libraries Special Collections

Readings:

Martha O'Hara Conway and Merrilee Profitt, "The Practice, Power, and Promise of Archival Collections Assessment," *RBM* 13 (Fall 2012): 100-112.

<http://rbm.acrl.org/content/13/2/100.full.pdf+html>

Dwayne K. Buttler, "Intimacy Gone Awry: Copyright and Special Collections," *Journal of Library Administration* 52 (Spring 2012): 279-293.

Online via WorldCat UMD

Peter Hirtle, *Copyright Term and the Public Domain in the United States*, January 1, 2012

<http://copyright.cornell.edu/resources/publicdomain.cfm>

Assignment:

For our discussion, read the "Well-intentioned practice for putting Digitized collections of unpublished materials online" document located as a link on the site, *Support for Well-Intentioned Practice for Putting Digitized Collections of Unpublished Materials*:

<http://www.oclc.org/research/activities/rights/support.html>

## **Exhibit Review Assignment Due on 10/13/14**

## **Collection Policy/Outreach Plan Assignment Distributed – Due on 11/17/13**

### **10/20 Exhibiting: Interpretation as Outreach**

Readings:

Jessica Lacher-Feldman, *Exhibits in Archives and Special Collections Libraries*. Chicago: Society of American Archivists, 2013.

Chapter 1. Exhibit Philosophy and Theory: Why Exhibit? pp. 7-16;

Chapter 12. Evaluating Exhibits: Assessment Tools and Measuring Success, pp. 119-123.

[On ELMS: Files]

Peter Lester, "Is the Virtual Exhibition the Natural Successor to the Physical?" *Journal of Society of Archivists*, 27(2006):85-101.

<http://www.tandfonline.com/doi/full/10.1080/00039810600691304#.Ui4IYtLkt8>

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## 10/27 Digitizing for Access: The Lessons of Two Decades of Digitization

Guest Speaker: Liz Caringola, Digital Systems & Stewardship, UM Libraries

Readings:

Abby Smith, "Why Digitize?" Council on Library Resources, *Report # 80*, February 1999. <http://www.clir.org/pubs/reports/pub80-smith/pub80.pdf>

Janet Gertz, "Preservation and Selection for Digitization," *NEDCC Preservation Leaflet*, 6.3.

<http://www.nedcc.org/resources/leaflets/6Reformatting/06PreservationAndSelection.php>

(Also read one of the "selection for digitization" documents listed in the bibliography for this leaflet.)

Janet Gertz, Ricky Erway, and Jennifer Schaffner. *Shifting Gears: Gearing Up to Get Into the Flow*. Dublin, Ohio : OCLC Programs and Research. 2007.

<http://www.oclc.org/research/publications/library/2007/2007-02.pdf>

Thomas, Deborah and Mark Sweeney. "Sustainability in the United States National Digital Newspaper Program." *IFLA International Preservation News*, no. 56 (May 2012): p.12-20,

<http://www.ifla.org/files/pac/ipn/IPN%2056.indd.def.pdf>. [Also on ELMS]

Assignment:

Explore the Chronicling America site at: <http://chroniclingamerica.loc.gov/>

## 11/3 Special Collections Beyond the Ivy-Covered Walls/Researchers and Security

Guest Speaker: Mary Mannix, Maryland Room Manager, C. Burr Artz Public Library, Frederick, Maryland

Readings:

Susan M. Allen, "Special collections outside the Ivory Tower - Independent Research Library Association." *Library Trends* (Summer 2003): 60-68. [WorldCat UMD]

ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections. (September 2009)

[http://www.ala.org/ala/mgrps/divs/acrl/standards/security\\_theft.cfm](http://www.ala.org/ala/mgrps/divs/acrl/standards/security_theft.cfm)

Nicolas Basbanes, *A Gentle Madness: Bibliophiles, Bibliomanes, and the Eternal Passion for Books*. New York: Henry Holt, 1995. Chapter 13: The Blumberg Collection, pp. 465-478. [On ELMS]

Miles Harvey, *The Island of Lost Maps: A True Story of Cartographic Crime*. New York: Random House, 2000. Chapter 1: Mr. Peabody and Mr. Nobody, pp. 2-15. [On ELMS]

### **11/10 The Special Collections Profession: Organizations, Ethics, and Curatorial Competencies in the Modern Workplace**

Readings:

ACRL Code of Ethics for Special Collections Librarians (October 2003)

[http://www.rbms.info/standards/code\\_of\\_ethics.shtml](http://www.rbms.info/standards/code_of_ethics.shtml)

Susan Stekel Rippley, "The Education and Hiring of Special Collections Librarians: Observations from a Recent Recruit," *RBM* 6(Fall 2005): 82-90.

<http://rbm.acrl.org/content/6/2.toc>

ACRL/RBMS. "Competences for Special Collections Professionals" 2008.

<http://www.ala.org/ala/mgrps/divs/acrl/standards/comp4speccollect.cfm>

Assignment:

Visit web sites of SAA, RBMS, AAM, a regional archives group such as MARAC, AASLH, and other professional organizations. We will discuss the various "allied professions" that participate in the world of special collections.

### **11/17 Promoting Special Collections: Exhibits, Programs, Instructional Activities, Tutorials, Social Media and Outreach to New Researchers**

Guest Speaker: Kate Long, Graduate Assistant, UM Libraries Special Collections

Readings:

Carlson, "Special Effects: College Librarians Highlight Rare Collections to Help Build Support for their Institutions," *Chronicle of Higher Education*, June 17, 2005, p. A23. [ELMS: files or via WorldCatUM]

Yakel, Elizabeth. "Information literacy for primary sources: creating a new paradigm for archival researcher education." *OCLC Systems and Services* 2004 vol:20:2, pg:61-64.

<http://www.emeraldinsight.com/journals.htm?issn=1065-075X&volume=20&issue=2>

Archer, Joanne, Ann M. Hanlon and Jennie A. Levine. "Investigating Primary Source Literacy." *Journal of Academic Librarianship* 35.5 (2009): 410-420.  
<http://www.sciencedirect.com/science/article/pii/S0099133309001116>

Robert A. Schrier, "Digital Librarianship & Social Media: the Digital Library as Conversation Facilitator," *D-Lib Magazine* (July/August 2011)  
<http://www.dlib.org/dlib/july11/schrier/07schrier.html>

Assignment: View the UM "Research Using Primary Sources" research guide at <http://www.lib.umd.edu/special/research/> and see if you can find similar guides to special collections research at other institutions for comparison. Visit the National History Day web site and consider whether pre-college students should be allowed in special collections reading rooms.  
<http://www.nationalhistoryday.org/>

## **Collection Policies/Outreach Plans Due on 11/17/13**

### **Take-Home Exam Distributed – Due on 12/8/13.**

#### **11/24 Descriptive Access to Collections: Planning for Processing**

Guest Speakers: John Schalow, Special Collections Cataloger (ret.), UM Libraries; Cassie Schmitt, Leader, Access to Collections Functional Group, UM Libraries.

##### Readings:

Barbara M. Jones, *Hidden Collections, Scholarly Barriers: Creating Access to Unprocessed Special Collections Materials in North American Research Libraries*. ARL Task Force on Special Collections, 2003.

<http://www.arl.org/bm~doc/hiddencollswitepaperjun6.pdf>

Beth M. Whittaker, "Get It, Catalog It, Promote It: New Challenges to Providing Access to Special Collections," *RBM* 7(Fall 2006): 121-133.

<http://rbm.acrl.org/content/7/2.toc>

Assignment: Go to the on-line catalogs for two different academic libraries or research institutions and locate a MARC record describing a special collection. Now go to the web site for the same institution and see what types of finding aids or other kinds of descriptive information is available about special collections. Note the URL so we can look at some examples in class.

## 12/1 New Frontiers for Special Collections: Born Digital Content & Trends in Digital Research

Guest Speaker: Kelsey-Corlett Rivera, Research Commons Librarian;  
Liaison to the School of Languages, Literatures, and Cultures, UM Libraries

### Readings:

Richard Pearce-Moses and Joanne Kaczmarek, "An Arizona Model for Preservation and Access of Web Documents." *DttP: Documents to the People*, 33(Spring 2005): 17-24.

<http://www.digitalpreservation.gov/partners/resources/pubs/docs/azmodel.pdf>

Kirschenbaum, Matthew. "Hamlet.doc? Literature in a Digital Age." *Chronicle of Higher Education*, 8/17/2007, Vol. 53, Issue 50  
WorldCatUM

Bradley J. Daigle, "The Digital Transformation of Special Collections," *Journal of Library Administration* 52 (Spring 2012): 244-264.

<http://www.tandfonline.com/doi/full/10.1080/01930826.2012.684504>

## 12/8 The Future of Special Collections: Are We an Endangered Species?

### Readings:

Francis X. Blouin, Jr. "Thoughts on Special Collections and Our Research Communities," *RBM : a journal of rare books, manuscripts, and cultural heritage* 11 (Spring 2010): 23-31.

<http://rbm.acrl.org/content/11/1/23.full.pdf+html>

Clifford A. Lynch, "Special Collections at the Cusp of the Digital Age: A Credo," *Research Library Issues: A Bimonthly Report from ARL, CNI, and SPARK*, no. 267 (December 2009):3-9.

<http://www.arl.org/bm~doc/rli-267-lynch.pdf>

Katherine Reagan, "Books in the Age of Anxiety," *Books in Hard Times: The Impact of the Recession on Collectors, Librarians, and the Antiquarian Booktrade*. Symposium held at the Grolier Club, September 22, 2009.

<http://www.grolierclub.org/Files/3.2.ReaganDESIGNED.pdf>

**Take-Home Exam Due on 12/8/13**