INLS 690-213: RARE BOOK COLLECTION FUNDAMENTALS: SYLLABUS

Fall 2013: October 14 to December 9; Mondays, 6:00 to 8:45 p.m.

Instructor: Claudia Funke
Office Telephone: 919-962-1143
Office: Wilson Library 702, CB3936
Email Address: claudiafunke@unc.edu
Office Hours: by appointment

COURSE DESCRIPTION

This course will explore what rare books are and the place of rare book collections in today’s landscape of knowledge and information resources. It will provide a very basic introduction to the physical book of the hand-press era and to the fundamentals of defining, developing, and administering rare book collections. The course aims to be relevant to those interested in careers in the humanities and general academic librarianship, as well as to future special collections professionals.

This is a 1.5 credit course and only a brief overview of a professional expertise that takes at least a decade to develop. We will cover much territory in an abbreviated fashion in a short time. Still, students should finish the course with an understanding of books as fabricated cultural objects and their place in special collections and larger libraries. You will become aware of the many relevant resources that are available to learn more. The metaphorical door to rare books should be unlocked, and you should feel comfortable around rare books.

This will be a challenging course in that it will require a different way of thinking for many of you who are accustomed to learning purely “intellectual content,” often through digital resources. Rare books librarianship is an object-based discipline and relies upon refined observational skills, as well as broad and specific historical knowledge. Be patient with yourselves and stay open to comprehending in a new manner.

CLASS SESSIONS

Course location: Wilson Special Collections Library, North Carolina Collection / Rare Book Collection Reading Room, 2nd floor. The Front Door closes at 5 p.m., and there is no access to the 2nd-4th floors of Wilson Library after then. Entrance to the 1st floor (where the Music Library is open in the evening) is through the East and West Doors. The stairwell doors to the 2nd floor on the East and West sides of the building will reopen at 5:45 p.m. for you to enter the building.
We shall make use of the diverse holdings of the Rare Book Collection. Learning will be accomplished through discussions, lectures, outside assigned readings, and the hands-on examination of books as artifacts.

- We shall all participate actively in each class session. I shall use Socratic method in teaching, particularly when we examine rare books, but also in analysis of readings. It is essential that you come to class having done the required readings and having browsed materials listed.

- This is a 1.5 credit course and meets over two months. Missing one class is the equivalent of missing one-eighth of the course. If you cannot attend every class, please reconsider taking this course. Participation is a part of your grade, and if you cannot participate because you are not present, your grade will suffer.

- All students should register for use of special collections in Wilson Library with its online system, before the first class. You will need to come to the reading room and present a driver’s license and be photographed. Please read the guidelines for use of collections carefully. [http://www2.lib.unc.edu/wilson/research/registration.html](http://www2.lib.unc.edu/wilson/research/registration.html)

- Please watch these two videos before coming to class
  The Folger Shakespeare Library [http://www.youtube.com/watch?v=5NWyruNYILw](http://www.youtube.com/watch?v=5NWyruNYILw)
  Harvard's Houghton Library [http://www.youtube.com/watch?v=UOv0SOQ8B68](http://www.youtube.com/watch?v=UOv0SOQ8B68)

- No food or drink is permitted in the NCC/RBC Reading Room, so please eat before you come to class. You will need to check your coats and bags in lockers at the reading room.

ASSIGNMENTS

There will be one short paper (no more than 300 words) on a topic to be announced.

There will also be a collation exercise, to be completed by each student independently.

The nature of the final exam will be announced mid-November. It will include an examination on terminology from Carter’s ABC for Book Collectors. A Carter Quiz earlier in the course will provide practice for the exam.
GRADING

Grading is according to the system for Graduate Grades on the registrar’s website: http://registrar.unc.edu/academic-services/grades/explanation-of-grading-system/

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>High Pass</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>L</td>
<td>Low Pass</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>IN</td>
<td>Incomplete - A temporary grade that converts to an F* unless the grade is replaced with a permanent grade by the last day of classes for the same term one year later.</td>
</tr>
<tr>
<td>AB</td>
<td>Absent from Final Examination - A temporary grade that converts to an F* unless the grade is replaced with a permanent grade by the last day of classes for the same term one year later.</td>
</tr>
</tbody>
</table>

Participation in class: 25%
Carter Quiz: 5%
Collation exercise 15%
Short paper: 25%
Final Exam: 30%

Late assignments will not be accepted except under extraordinary circumstances. If a true emergency arises, please contact me by email as soon as possible.

This course and your academic work are governed by the UNC Honor Code. Please see in particular, II.B. Academic Dishonesty. http://studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/2013_2014.pdf

Plagiarism is a serious offense. Please attribute all ideas, work, and quotations from others in your written work using full citations.
COURSE COMMUNICATION

Course communications will be facilitated by the Sakai site. Please look for Announcements. Ordinarily, I will be using its email function to send messages to you directly, and they will be available retrospectively in the Email Archive.

Because of the Family Educational Rights and Privacy Act, you must use your secure UNC accounts for email communication with me.

Office hours by appointment will allow for in-person communication outside class time.

REQUIRED TEXTS


Please know, however, that I have found that individuals do not remember the definitions well when they use the online version. You will be required to memorize terms. You are strongly encouraged to have a hard copy for use throughout the course. It is a classic. As the introduction notes, it has never been out of print since its first publication in 1952.

You should be reading the book over the course of the semester. Relevant terms will be highlighted for different classes under Carter. Knowledge of terminology will be tested early on with a quiz and as part of the final exam.

Philip Gaskell. *A New Introduction to Bibliography* (Oxford: Oxford University Press, 1972); corrected ed. 1974; subsequent British and American reprints with minor corrections; paperback ed. (New Castle, Del.: Oak Knoll Press 1995), reprints, including 2009. Required readings will be listed for each class session under Gaskell.

WILSON SHELF & SILS LIBRARY RESERVE

There will be a course shelf at Wilson, ready reference, in the NCC / RBC Reading Room, a great place to read. These books will be designated (WILSON) on the syllabus. A few items will also be on reserve at the SILS library, designated (SILS)

LISTSERV SUBSCRIPTION

Please subscribe to Exlibris, an electronic news and discussion group concerning rare books and manuscripts for the duration of the course. To subscribe to Exlibris, please go to the website. Read INFO to learn about the list. [https://list.indiana.edu/sympa/subscribe/exlibris-1](https://list.indiana.edu/sympa/subscribe/exlibris-1)
SCHEDULE OVERVIEW


October 21: Bibliography, the Underlying Science for Understanding Books as Objects

October 28: Bibliography, Continued

November 4: Bibliography, Continued: Illustration Processes, Bindings, Provenance / Conservation

November 11: The History of U.S. Rare Book Collections and Rare Book Librarianship and Professional Standards

November 18: Collection Development

November 25: Cataloging, Access, and Security

December 2: Exhibitions, Publications, Programming, and Digitization

December 9: Final Exam

CLASS SCHEDULE: READINGS AND ASSIGNMENTS


Required Readings:


Modern Language Association of America. “Statement on the Significance of Primary Records.”

http://www.mla.org/resources/documents/rep_primaryrecords

http://www.mla.org/resources/documents/rep_primaryrecords/repview_records/primary_records1

[Read the one-page preface; you may peruse the report if you wish.]

**Recommended Readings:**


Originally delivered as “The History of Books as a Field of Study,” the second Hanes Lecture at the University of North Carolina at Chapel Hill, on 15 April 1981.

**OCTOBER 21: BIBLIOGRAPHY, THE UNDERLYING SCIENCE FOR UNDERSTANDING BOOKS AS OBJECTS**


**Required Readings:**

**Gaskell**, 1-77.


**Browse:**

  Rare Book Collection Reference Z1001 .B78 1994 (WILSON)
  [Read the introduction and browse]
  Rare Book Collection TS1080 .M65 v. 1 (WILSON)


OCTOBER 28: BIBLIOGRAPHY, CONTINUED

Class meets 6 pm sharp at 301 Hanes Art Center, Printmaking Studio, for a demonstration of letterpress printing by Professor Beth Grabowski. This should take about an hour, and we will then walk back to Wilson together, to continue class and collate books.

**Carter:** See previous week.

**Required Readings:**

*Gaskell*, 78-144, 311-335.

NOVEMBER 4: ILLUSTRATIONS, BINDINGS, PROVENANCE / CONSERVATION

Guest Instructors: “Jandrea”: Jan Paris, Head, Conservation Lab; Andrea Knowlton, Assistant Conservator for Special Collections.

*Carter Quiz*

**Carter:** Focus on “Illustration Processes,” “Binding, Bindings,” “Binding Materials,” “Binding Terminology” [read all relevant entries in the last two].

**Required Readings:**

*Gaskell*, 146-159, 231-250.


[Please read: “Find a Conservator,” “How to Choose a Conservator, How to Care for Your Treasures,” selecting books]

[Please read the introduction and peruse]
Z235 .S86 198 (SILS and WILSON)

**Browse:**


**NOVEMBER 11: THE HISTORY OF U.S. RARE BOOK COLLECTIONS AND RARE BOOK LIBRARIANSHIP / PROFESSIONAL STANDARDS**

**Required Readings:**


[http://rbm.acrl.org/content/rbml/3/1/19.full.pdf+html](http://rbm.acrl.org/content/rbml/3/1/19.full.pdf+html)


**Recommended Readings:**

[http://people.virginia.edu/~pm9k/libsci/enemy.html](http://people.virginia.edu/~pm9k/libsci/enemy.html)

[http://rbm.acrl.org/content/rbml/1/1/11.full.pdf+html](http://rbm.acrl.org/content/rbml/1/1/11.full.pdf+html)
Browse:

  http://www.ala.org/ala/mgrps/divs/acrl/standards/comp4speccollect.cfm
- Association of College and Research Libraries. Rare Books & Manuscripts Section. “Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians” 
  http://www.aam-us.org/museumresources/ethics/coe.cfm

NOVEMBER 18: COLLECTION DEVELOPMENT

**Assignment Due** Collation exercise


Required Readings:

The Trade
William S. Reese. “The Rare Book Market Today,” *Yale University Library Gazette*, 74:3-4 (April 2000), and reprinted as a separate pamphlet by the Yale University Library. 
http://www.reeseco.com/papers/market.htm
Germaine Warkentin and Peter Hoare. “Sophisticated Shakespeare: James Toovey and the Morgan Library’s ”'Sidney’ First Folio” *The Papers of the Bibliographical Society of America* 100:3 (September 2006). [to be posted to course website]

Book Collecting

Institutional Collecting


http://pds.lib.harvard.edu/pds/view/2573358?n=21864&s=4&printThumbnails=no
[Please read pages vi-xvii, peruse “I: The Exhibition,” and read “II: The Symposium” if you have the time]

**Browse:**
- Antiquarian Booksellers Association of America (ABAA) http://www.abaa.org
  [In particular, do read: Mission Statement, Guarantee & Code of Ethics]
- Bookmans Price Index RBC Z1000 .B74 (WILSON)
- viaLibri http://www.vialibri.net
- Fine Books & Collections http://www.finebooksmagazine.com
- *The Book Collector* Z990 .B6 (Davis Library, 8th Floor)
  http://www.thebookcollector.co.uk

**NOVEMBER 25: CATALOGING, ACCESS, AND SECURITY**

Guest Instructor: Eileen Dewitya, Assistant Head of Wilson Technical Services

**Assignment Due** **Short Paper**

**Required Readings:**

[to be posted to course website]
*ACRL/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries.*
Approved by the ACRL Board during the ALA Annual Conference, July 2009
http://www.ala.org/acrl/standards/jointstatement

ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections approved by ACRL in 2009.
http://www.ala.org/acrl/standards/security_theft

Folger Shakespeare Library. “To Catch a Thief: Recovering the Durham First Folio: Steven Galbraith, Folger Curator of Books and Renate Mesmer, Head of Conservation.”
http://www.folger.edu/template.cfm?cid=3891
http://www.folger.edu/documents/DurhamFirstFolio_transcript.pdf

**Browse:**

  http://rbms.info/committees/security/index.shtml
  Call number to come (WILSON).

**DECEMBER 2: EXHIBITIONS, PUBLICATIONS, PROGRAMMING, AND DIGITIZATION**

**Required Readings:**


Association of College and Research Libraries. Rare Books and Manuscripts Section. Exhibition Awards Committee.
http://rbms.info/committees/exhibition_awards/index.shtml
[Read evaluation criteria]

Association of College and Research Libraries. Rare Books and Manuscripts Section. “ACRL/RBMS Guidelines For Interlibrary And Exhibition Loan Of Special Collections Materials.” Approved by the ACRL Board of Directors, January 2012
http://www.ala.org/acrl/standards/specialcollections#exhibition
Browse:

- Smithsonian Institution Libraries. “Library and Archival Exhibitions on the Web.” [This list of online exhibitions is provided as a public service of the Smithsonian Institution Libraries.](http://www.sil.si.edu/SILPublications/Online-Exhibitions/)
- Omeka website [http://omeka.org](http://omeka.org)

**DECEMBER 9: FINAL EXAM – 208 Manning**
WEB RESOURCES:
Antiquarian Booksellers Association of America (ABAA). http://www.abaa.org
[Note resources listed under “Learn about rare books”]
Book History Online http://bibliographies.brillonline.com/browse/book-history-online
California Rare Book School. http://www.calrbs.org/
Center for the Book in the Library of Congress http://www.read.gov/cfb/
International League of Booksellers (ILAB). http://www.ilab.org/
Iowa Center for the Book. http://www.iowacenterforthebook.org/
Library and Archival Exhibitions on the Web http://www.sil.si.edu/SILPublications/Online-Exhibitions/
London Rare Books School. http://ies.sas.ac.uk/cmps/events/courses/LRBS/index.htm
Rare Books and Manuscripts Section (RBMS), Association of College and Research Libraries (ACRL). www.rbms.info
Repositories of Primary Sources. Compiled by Terry Abraham. http://www.uiweb.uidaho.edu/special-collections/OtherRepositories.html
Rare Book School. http://www.rarebookschool.org/
Triangle Book Arts http://trianglebookarts.wordpress.com