Course Description – This course, with an emphasis on books of the hand-press period, is an introduction to all facets of the physical book as a material object, to the scholarly and trade literature concerning it, and to the terminology employed by rare book professionals. The course will also touch on issues relating to collecting, preserving, and cataloging of rare books.

Course Objectives – Successful completion of this course will enable the student to understand the process by which books were manufactured, to correctly identify the materials and techniques used in that process, to understand their relevance, and to intelligently communicate such features of the book to scholars and the public, whether through written descriptions, catalog records, or exhibitions.

Schedule – Class meets Saturdays at 9:30 AM – 12:30 PM in Room 214, Mullen Library (Rare Books & Special Collections Dept.) Attendance is mandatory.

Prerequisites –

- LSC 551 (Organization of Information)
- Students should be familiar with and able to interpret Roman numerals.
- Students should be familiar with the MARC bibliographic format. Those who have not yet studied cataloging may wish to consult http://www.loc.gov/marc/umb/

Predictors for success –
This class is generally considered a difficult one. However individuals who have strong note-taking and study skills, who have previously taken language or art history courses requiring a fair amount of memorization, and those who possess a good background in early modern history have had the greatest success in this class, as have those who possess some understanding of cataloging rules and the ability to interpret title page information. The rule of thumb for graduate study generally assumes that a student will spend at least 2 to 3 hours of study for every hour of class time. Thus, it is strongly recommended that you not attempt this class if you have an otherwise demanding workload. If you have made social commitments (weddings, reunions etc.) which will preclude your attendance at EVERY class meeting, please defer taking this class until your schedule is unencumbered. Please do not consider adding this class after the semester has begun (i.e. if you have missed the first class); students who have failed to heed this warning in the past have invariably proven unable to catch up. Beginning the readings before the first class meeting is highly recommended.

Bear in mind that most special collections are open only during regular business hours (9-5, M-F) and that you may need to adjust your schedule to use materials in them. RBSC has similar hours and while we endeavor to accommodate students with occasional evening or weekend hours, RBSC’s small staff cannot guarantee such accommodation. Plan ahead.

Required Texts – (available in CUA bookstore)
CARTER. *ABC for book collectors* (8th ed.) Oak Knoll Press, 2004
(Also available online as a PDF at: 
http://www.ilab.org/services/abcforbookcollectors.php

On reserve – Bowers. *Principles of bibliographical description*. Chapters 5-7 are required reading, together with Appendix I, a Digest of the Formulary. It’s a good idea to start reading these ahead of schedule since they are heavy sledding and require time to digest.

See topical units for additional reserve readings.

Recommended – McKerrow. *An introduction to bibliography for literary students*. Unlike Bowers, McKerrow (also on reserve) is eminently readable, and a perusal of this work in advance of reading Bowers can make the latter more digestible.

CLASS SCHEDULE:

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**Sep 4th:**
Expectations  
Syllabus  
Registration  
Parts of a Book  
Handling of books  
Writing surfaces intro  
Check out and take home a Dealer Catalog

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IN PREPARATION FOR CLASS:
- Read: CARTER pp. 1-60  
- Read: GASKELL pp. 57-77; 214-230  
- Read: WOOTTON, et al. “Observations concerning the characteristics of handmade paper”  
- Look over your chosen book dealer’s catalog and be prepared to discuss it in class.

**Sep 11th:**
Discuss Carter 1-60  
Discuss dealer catalogs  
Lecture: Paper

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IN PREPARATION FOR CLASS:
- Read: CARTER pp. 61-120  
- Read: GASKELL pp. 1-8 ; 154-159  
- Read: GRIFFITHS, *Prints and Printmaking* pp. 9-108. (on reserve)  
- Prepare for Quiz 1

**Sep 18th:**

**QUIZ 1 on Carter pp. 1-60**  
Discuss Carter 61-120  
Lecture: Paper / illustration processes

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IN PREPARATION FOR CLASS:
- Read: CARTER 121-178 (up to “Publication”)  
- Read: GASKELL pp. 266-273  
- Prepare for Quiz 2
Sep 25th:

QUIZ 2 on Carter 61-120
Discuss Carter 121-178
Lecture: Illustration processes II
Student selection of rare book for presentation due.

IN PREPARATION FOR CLASS:
- Read: CARTER pp. 179 “publication”-end
- Read: GASKELL pp. 146-153
- Prepare for Quiz 3

Oct 2nd:

QUIZ 3 on Carter 121-178
Discuss Carter 179-end
Lecture: Bindings I.

IN PREPARATION FOR CLASS:
- Read: GASKELL pp. 231-250
- Select bibliography for report.
- Prepare for Quiz 4

Oct 9th:

QUIZ 4 on Carter 179-end
Student selection of bibliography due
Lecture: Bindings II

IN PREPARATION FOR CLASS:
- Read: GASKELL pp.; 40-56 ; 78-145 ; 160-206

Oct 16th:
Lecture: Type I
Video: Typecasting

IN PREPARATION FOR CLASS:
- Read: GASKELL pp.; 40-56 ; 78-145 ; 160-206

Oct 23rd:
Lecture: Type II
Composition, imposition, presswork
Video: Format

IN PREPARATION FOR CLASS:
- Read: GASKELL 313-360
- Read: BOWERS 193-268 (chapters 5 & 6)

Oct 30th:
Lecture: Descriptive bibliography
IN PREPARATION FOR CLASS:
- Read: BOWERS 269-311; 457-462 (Chapter 7 & Appendix, Digest of the Formulary)

Nov 6th:
Lecture: Descriptive bibliography

IN PREPARATION FOR CLASS:
- Read: FLEEMAN: “Introduction” and “abbreviations” from *A bibliography of the works of Samuel Johnson*. (on electronic reserve)
- Read: GASKELL 251-265; 274-310

Nov 13th:
STUDENT REPORTS ON L.C. BIBLIOGRAPHY DUE
Lecture: Descriptive bibliography

IN PREPARATION FOR CLASS: Des bib practice books

Nov 20th:
Lecture: Descriptive bibliography

NO CLASS November 27th!

IN PREPARATION FOR CLASS: Des bib practice books

Dec 4th:
Lecture: Rare Book cataloging

IN PREPARATION FOR CLASS:

Dec 11th:
STUDENT PRESENTATIONS ON RARE BOOK DUE
Lecture: Review

Dec 18th: FINAL EXAM

Expectations and policies:

Assessment –

Course grades are formulated as follows:
40% of grade - 4 quizzes on the most important terminology in Carter (10% each)
10% of grade - Presentation and written evaluation of 1 bibliography found in *Standard Citation forms for published bibliographies and catalogs used in rare book cataloging.* 2nd ed. 1996

20% of grade - Presentation and written analysis of 1 rare book from RBSC collection.

30% of grade - Final exam

**NOTE: A missed exam or failure to turn in assignment on time will result in a 0 (zero) for that portion of the grade. Plan ahead!**

The University’s grading system for graduate courses is posted at [http://policies.cua.edu/academicgrad//gradesfull.cfm#iii](http://policies.cua.edu/academicgrad//gradesfull.cfm#iii)

**Academic honesty** –

All CUA students are expected to adhere strictly to the University’s policy for academic honesty. You may review the complete texts of the University policy and procedures regarding Student Academic Dishonesty at: [http://policies.cua.edu/academicundergrad/integrity.cfm](http://policies.cua.edu/academicundergrad/integrity.cfm)

**Other Policies or Expectations** –

As noted above, attendance and punctuality at lectures is required, and moreover is in your best interest. Any emergencies which may impact on such attendance must be communicated in advance or as soon as possible to the instructor. When absence is unavoidable, it remains the student’s responsibility to secure notes for any missed lectures.

Classes are held in Mullen 214, the Rare Books Department office/reading room, where the standard rare material handling and housekeeping procedures are observed. Therefore NO FOOD, CHEWING GUM, BEVERAGES etc. are permitted in Room 214. Bottles of water may be left near the door. All coats, backpacks, etc. must be stored in closets while class is in session. All cellphones, ipods etc. should be off and stowed before coming to class. Because you will be using rare and fragile materials during this class, NO PENS SHOULD BE BROUGHT NEAR THE TABLE. Because space at the table is at a premium, no laptop computers may be used during lectures, although you are free to use them when working on your research assignments. Additional material-handling guidelines will be explained by the instructor.

**School closing** –

In the event of the University’s closing for inclement weather an announcement should be posted on the University’s webpage [http://www.cua.edu/](http://www.cua.edu/). The major networks will also carry announcements in the morning. Alternatively, you may call the Campus Operator (202-319-5000) or the Campus Police (202-319-5111).

**Accommodations for students with disabilities** – Any student requiring accommodation due to a disability should contact the office of Disability Support Services (at 202 319-5211, room 207 Pryzbyla Center) which coordinates reasonable accommodations for students with documented disabilities. Please visit their website: [http://disabilitysupport.cua.edu](http://disabilitysupport.cua.edu) or consult the University’s Student Life Disability Accommodations page: [http://policies.cua.edu/studentlife/disabilitysvcs//disabilityfull.cfm](http://policies.cua.edu/studentlife/disabilitysvcs//disabilityfull.cfm)