Credit Hours: 3
Prerequisites/ Department consent (if any): LSC 551: Organization of Information

Classroom: All classes will be held at the Library of Congress in LA 100 (i.e. room 100 in the Adams Building) with some sessions held in the Rare Book and Special Collections Rosenwald Room (i.e. room 205 in the Jefferson Building). Both locations will be locked when not occupied.

Days and hours of class meetings: Class will meet Wednesdays from 5:30pm-8:00pm.

Instructor contact information:
   Beth Davis-Brown
   Library of Congress
   202-707-3301
   bbro@loc.gov

Ms. Davis-Brown will serve as the contact for all of the instructors of the course: Mark Dimunation (public services), Dana Hemmenway (preservation – photographs), Dan Paterson (preservation – books and archival collections), Elizabeth Robinson (cataloging). When sending email to Ms. Davis-Brown, please include the instructor's name in the Subject line of the email.

Office hours: Instructors will provide 2 office hours per week (combined) via email and after-class appointments. For email, see above. Instructors will respond within 36 hours. Please let Mr. Dimunation and Ms. Robinson know in advance if you would like to make an after-class appointment; the office hour will not be held otherwise:

Dimunation – Email (see above) ; 1 hour after class sessions on September 5, September 26, October 24.

Hemmenway – Email (see above).

Paterson – Email (see above).

Robinson – Email (see above); 1 hour after class sessions on September 12, October 3, October 31, November 14.

Course Description (from Cardinal Station http://cardinalstation.cua.edu)

Practical introduction to the primary facets of rare book and special collections librarianship, with an emphasis on the hand-press period but also including some modern publications and some non-book formats (photographs, manuscripts, graphic materials, etc.); to the scholarly and trade literature
surrounding it; and to the terminology historically and currently employed by rare materials professionals. Explores issues related to collection, conservation, preservation, and cataloging of rare and special collections. Examines the subtle features of rare books and their manufacture, history, condition, and institutional collection management and administration. Includes an introduction to basic reference works and the major authors in the rare books field.

(NB: The course description above reflects the essence of the Fall 2012 offering. The official course description can be found at http://slis.cua.edu/courses/courses.cfm.)

Course Goals

The purpose of the course is to introduce students to facets of rare book librarianship, covering public and technical services as well as preservation.

Course Objectives

At the conclusion of the course, the student will

--be familiar with critical aspects rare book librarianship
--be able to provide effective information services to scholars and the public
--have obtained knowledge and skills for preserving rare books, flat paper items, and photographic materials.
--understand the role of the rare book librarian in developing preservation strategies and working with conservation professionals
--be aware of and have some familiarity with the general and specialized cataloging tools and resources that a rare book cataloger uses
--understand how rare book cataloging differs from general cataloging
--appreciate administrative issues that govern rare book cataloging

Instructional Methods

The course will be taught by four specialists from the Library of Congress. Topics in public services, technical services, and conservation/preservation will be presented in an intermingled array. Sessions will include lectures, demonstrations, in-class exercises, a take-home examination, and papers.

Required Text

None.

Reading materials, web materials with full citations

See Course Schedule below for the daily reading assignments. Full citations are in a separate document “Reading List for LSC 832: Rare Books” (in the Course Documents folder on BLACKBOARD). The same folder contains a “Bibliography for LSC 832”. These are additional and optional readings you may choose to read during or after completion of the course.

Course Requirements
All papers should be double-spaced, in 12-point type, Times New Roman font, 1-inch margins all four sides, printed on one side per leaf.

*PLEASE NOTE: Points assigned will be based on both the quality of the work and timeliness in submission. All late assignments will receive a 50% deduction. For example, an exercise that would otherwise earn the maximum 6 points will only earn 3 points if it is submitted late. Also, an exercise earning only 4 of the possible 6 points (if it had been turned in on time) will only earn 2 points if submitted late.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Due Date</th>
<th>Possible points*</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class cataloging exercise (Robinson)</td>
<td>Started 9/12; completed 10/31</td>
<td>8 points</td>
</tr>
<tr>
<td>In-class conservation exercise (Paterson)</td>
<td>9/19</td>
<td>4 points</td>
</tr>
<tr>
<td>In-class reference exercise (Dimunation)</td>
<td>9/26</td>
<td>4 points</td>
</tr>
<tr>
<td>Conservation paper (2-3 pp.) (Paterson)</td>
<td>10/29</td>
<td>15 points</td>
</tr>
<tr>
<td>Take-home cataloging test (Robinson)</td>
<td>11/14</td>
<td>20 points</td>
</tr>
<tr>
<td>Conservation paper (2-3 pp.) (Hemmenway)</td>
<td>11/28</td>
<td>19 points</td>
</tr>
<tr>
<td>Reference case study (4-5 pp.) (Dimunation)</td>
<td>12/5</td>
<td>25 points</td>
</tr>
<tr>
<td>Class participation (all sessions)</td>
<td></td>
<td>5 points</td>
</tr>
</tbody>
</table>

Expectations and policies

**Academic honesty:** Academic honesty is expected of all CUA students. Faculty are required to initiate the imposition of sanctions when they find violations of academic honesty, such as plagiarism, improper use of a student’s own work, cheating, and fabrication.

The following sanctions are presented in the University procedures related to Student Academic Dishonesty (from [http://policies.cua.edu/academicundergrad/integrityprocedures.cfm](http://policies.cua.edu/academicundergrad/integrityprocedures.cfm)): “The presumed sanction for undergraduate students for academic dishonesty will be failure for the course. There may be circumstances, however, where, perhaps because of an undergraduate student’s past record, a more serious sanction, such as suspension or expulsion, would be appropriate. In the context of graduate studies, the expectations for academic honesty are greater, and therefore the presumed sanction for dishonesty is likely to be more severe, e.g., expulsion. ...In the more unusual case, mitigating circumstances may exist that would warrant a lesser sanction than the presumed sanction.”

Please review the complete texts of the University policy and procedures regarding Student Academic Dishonesty, including requirements for appeals, at
Other Policies or Expectations. The instructors expect students to attend all sessions and to be punctual. We also expect students to show interest by participating in the class discussion, which constitutes a portion of the grade. During class, there should be no cell phone usage, no social networking on Facebook, etc., no personal emailing, etc. Attention should be in the classroom. Any emergencies which may impact negatively on attendance should 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. Papers and other assignments should be turned in on time in electronic form. All papers should be double-spaced, in 12-point type, Times New Roman font, 1-inch margins all four sides, printed on one side per leaf. Students may additionally submit a hard copy. Any assignment, exercise, test, etc. completed or turned in late will receive a 1/2-grade deduction.

Classes will be held at the Library of Congress, in a training classroom (LA100) and the Rosenwald Room (LJ205). Both locations will be locked when not occupied. In some sessions, students will handle rare material. The following housekeeping procedures must be observed:

- no food (vending areas are available which one can use at class break)
- no beverages (vending areas are available which one can use at class break)
- no gum
- clean hands
- no gum when handling rare material
- coats, backpacks, etc. will be locked in LA100 during class sessions in LJ239
- cellphones, etc. should be turned off or put on vibrate only during class
- additional requirements per session will be given by the instructors as needed
- do not reconfigure settings on the classroom PCs, unless instructed to do so in the context of class content or to accommodate a trainee’s accessibility needs. This prohibition includes (but is not limited to) moving or deleting desktop icons, changing the desktop appearance, screen saver, resolution or fonts, changing mouse settings, changing colors within Voyager, adding or removing items or toolbars from the Task Bar or Start menu, or anything else which affects the display that will be seen by other trainees.

Campus Resources for student support: (e.g. add contact information for library, tutoring center, writing center, counseling center)

Academic Tutoring and Learning Assistance Service (ATLAS)

http://counseling.cua.edu/atlas/

101 O'Boyle Hall

Phone: (202) 319-5018

CUA Counseling Center
Accommodations for students with disabilities: Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. Please contact Disability Support Services (at 202 319-5211, room 207 Pryzbyla Center) to coordinate reasonable accommodations for students with documented disabilities. To read about the services and policies, please visit the website: http://disabilitysupport.cua.edu.

Assessment

*PLEASE NOTE: Points assigned will be based on both the quality of the work and timeliness in submission. All late assignments will receive a 50% deduction. For example, an exercise that would otherwise earn the maximum 6 points will only earn 3 points if it is submitted late. Also, an exercise earning only 4 of the possible 6 points (if it had been turned in on time) will only earn 2 points if submitted late.

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<tr>
<td>TOTAL</td>
<td>100 points</td>
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</table>

University grades:

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

Reports of grades in courses are available at the end of each term on http://cardinalstation.cua.edu
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Readings</th>
</tr>
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<tbody>
<tr>
<td>08/29/12</td>
<td>Introductions, Expectations, Syllabus, Housekeeping, Tour course offerings, Cataloger's Desktop sign-in and setting preferences, Lecture: History of the Book, Part 1</td>
<td></td>
</tr>
<tr>
<td>09/05/12</td>
<td>Lecture: History of the Book, Part 2</td>
<td>TBA</td>
</tr>
<tr>
<td>09/05/12</td>
<td>Lecture: General Rare Book Reference, Part 1</td>
<td>TBA</td>
</tr>
<tr>
<td>09/12/12</td>
<td>Cataloger's Desktop follow-up: Insure all students have access</td>
<td>Selections from AACR2, LCRI, DCM, CSM, SHM, Classification Web</td>
</tr>
<tr>
<td>09/12/12</td>
<td>Lecture: General Cataloging Tools Used in Rare Book Cataloging</td>
<td></td>
</tr>
<tr>
<td>09/19/12</td>
<td>In-class exercise: General cataloging refresher; apply general cataloging rules to an assigned rare title.</td>
<td>McKitterick, Szirmai, Care, Handling and Storage of Books, Caring for Your Books</td>
</tr>
<tr>
<td>09/19/12</td>
<td>Lecture: Introduction to Rare Book Conservation for Libraries and Archives</td>
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</tr>
<tr>
<td>09/19/12</td>
<td>Lecture: Introduction to technology, materials, and history of bookbinding</td>
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<tr>
<td>09/19/12</td>
<td>Lecture and Discussion: Introduction to Rare Book Conservation Strategies</td>
<td></td>
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<tr>
<td>09/26/12</td>
<td>In-class exercise: Conservation needs assessment using LC Conservation Division Rare Book Treatment Form</td>
<td>TBA</td>
</tr>
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<td>09/26/12</td>
<td>Lecture: General Reference Part 2</td>
<td></td>
</tr>
<tr>
<td>09/26/12</td>
<td>Lecture: Collection Development</td>
<td></td>
</tr>
<tr>
<td>10/03/12</td>
<td>Lecture: Specialized Rare Book Cataloging Tools, pt. 1</td>
<td>Selections from DCRM(B), SCF, LC processing plans, form/genre resources, other RBMS cataloging aids</td>
</tr>
<tr>
<td>10/03/12</td>
<td>In-class exercise: Enhance records created in 9/12 session, using specialized rare book cataloging tools.</td>
<td></td>
</tr>
<tr>
<td>10/10/12</td>
<td>Lecture: Developing Conservation Strategies</td>
<td>Henry Ford Foundation, Van der Reyden, AIC,</td>
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<tr>
<td>10/10/12</td>
<td>Lecture: Introduction to Archives and Paper Conservation</td>
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<tr>
<td>10/10/12</td>
<td>In-class time given for written assignment, 2-3 pp paper. Students will be asked to evaluate the conservation needs of an item given a fictional</td>
<td></td>
</tr>
</tbody>
</table>
scenario. They must write a short paper detailing how they would approach the preservation of the object. In class time will allow for examination of the object; object will stay with the instructor.

**10/17/12 (LA 100)**
Lecture: Photographic Processes (History and Identification)
Assignment: Write a paper including process identification, evaluation of condition, and proposal for action from an assigned photograph. This assignment (short paper, 2-3 pages) is due November 28th.

**10/24/12 (LA 100)**
Lecture: Exhibitions, Outreach, Education
Lecture: Donor Relations, Institutional Relations

**10/31/12 (LA 100)**
Lecture: Specialized Rare Book Cataloging Tools, pt. 2
Lecture: MARC Resources – General and Rare Book (Robinson)
In-class exercise: Apply MARC coding to both versions of the catalog records created in the 9/12 & 10/3 sessions.
Take-home test: Include 4-5 different titles to catalog, using DCRM(B) as the descriptive code and other resources discussed for subject analysis, form/genre, etc. The records must also be coded in MARC. This assignment (take-home test) is due November 14th.

**11/7/12 (LA 100)**
Lecture: Care and Handling of Photographic Collections

**11/14/12 (LA 100)**
Lecture: Other Cataloging Resources
Lecture: Overview of the Rare Book Cataloging Community
Lecture: Place of RDA in Rare Book Cataloging

**11/28/12 (LA 100)**
Lecture: Preventive Conservation of Library Materials

**12/5/12 (LA 100)**
Lecture: Technical Services/Public Services Collaboration in Rare Books

LoC
Ch. 2 of Ritzenthaler & Vogt O’Conner
TBA
Selections from ISBD, Bowers, ESTC, DACS, GIHC, EAD, MARC 21 Bib Data, MARC 21 Auth Data, MARC Relators
Roosa
Selections from NACO Participants Manual, VIAF, FRBR, BSC web resources, UVA RBS
Selections from NEDCC Preservation101
TBA