

**Valdosta State University**  
**Master of Library and Information Science Program**  
**MLIS-7740-Rare Book Librarianship**  
**SUMMER 2014 Syllabus**  
**Three Credit Hours**

**Instructor:**

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**Course Description:**

A foundation in the principles and practices of rare book librarianship. Topics include book collecting, acquisitions and access, support for teaching and research, professional competencies, programming, preservation, ethics, and current issues and trends. Course Prerequisite or Corequisite: MLIS 7000 or consent of instructor.

**MLIS Program Objectives (PO)**

Graduates of the MLIS Program will:

- PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources, reference and user services, administration and management, and organization of recorded knowledge and information.
- PO 2. Use existing and emerging technologies to meet needs in libraries and information centers.
- PO 3. Integrate relevant research to enhance their work in libraries and information centers.
- PO 4. Demonstrate professionalism as librarians or information specialists.

**Rare Book Librarianship Student Learning Outcomes (SLO):**

Upon completion of this course, the student will be able to:

- SLO1 Explain concepts of book collecting. (PO 3)
- SLO2 Select items for a personal library unified by a collection theme (PO 1)
- SLO3 Define key terminology pertaining to book collecting (PO 1)
- SLO4 Discuss professional core competencies (PO 1, PO 4)
- SLO5 Recognize professional association codes of ethics (PO 4)
- SLO6 Explain professional issues and trends (PO 3, PO 4)
- SLO7 Demonstrate rare book description and cataloging (PO 1, PO 2)

**Required Textbooks:**

- Galbraith, Steven K. & Smith, Geoffrey D. *Rare Book Librarianship: An Introduction and Guide*. Santa Barbara, CA. : Libraries Unlimited, 2012. ISBN 978-1-59158-881-8; eISBN 978-1-59158-882-5.
- Basbanes, Nicholas A. *A Gentle Madness: Bibliophiles, Bibliomanes, and the Eternal Passion for Books*. Chapel Hill, N.C. Fine Books Press; 2012 edition (May 28, 2012). ISBN-10: 0979949157; ISBN-13: 978-0979949159

Please familiarize yourself with the MLIS policy that prohibits the use of VSU's Interlibrary Loan service for obtaining textbooks at [http://www.valdosta.edu/mlis/student\\_resources/documents/ILL\\_Textbooks.pdf](http://www.valdosta.edu/mlis/student_resources/documents/ILL_Textbooks.pdf)

### Required Materials:

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A headset with attached microphone or other microphone and speakers that work with WIMBA software. Noise-canceling properties are recommended.

- Additional materials posted in BlazeView or in Odum Library Electronic Reserve.

### Online Resource Materials:

#### Periodicals

- RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage <http://rbm.acrl.org/>
- Fine Books & Collections Magazine <http://www.finebooksmagazine.com/> or <https://www.facebook.com/FineBooksmagazine>

#### Listserv Subscriptions

Exlibris.

- Instructions for Exlibris Subscription from LIST.INDIANA.EDU:  
Subscribe to Exlibris, an electronic news and discussion group for matters related to rare books and manuscript librarianship. The address of the computer's server for housekeeping matters, including subscribing and unsubscribing, is:

LIST@LIST.INDIANA.EDU

Those wishing to subscribe should send the following message to the server:

SUB EXLIBRIS-L yourfirstname yourlastname, institution

Be sure the message is contained in a single line in the message area; the subject line should be blank. You need not include the comma and institutional identification, but the latter is helpful to the list Moderator and to others. You yourself must subscribe from the address to which you wish Exlibris messages sent, both to assure proper usage and to assure that the subscription is under your control. The server will not acknowledge or successfully distribute mail to Bitnet addresses, other source routed addresses, or those originating from an open relay. You MUST give your real name to subscribe. The list does not allow pseudonyms or so-called "concealed" subscribers. The Moderator approves all subscription requests since that it about the only way to prevent spammers from subscribing.

#### RBMS Electronic Discussion List

- How to Subscribe to the RBMS Electronic Discussion List

One subscribes, unsubscribes, and manages one's account by going to: <http://lists.ala.org/wws>. You must first establish an account and the server will assign you a password that will be emailed to you along with instructions for changing it. If you wish to change it, please use a low-value password that would not compromise you otherwise if it were discovered by a third party. After your account is established, follow the link to "View all lists," and then open the RBMS link.

If you encounter any difficulties subscribing, contact the Liaison, Everett Wilkie, at <[ewilkie@ix.netcom.com](mailto:ewilkie@ix.netcom.com)>.

#### Online Glossary

- AbeBooks Online Glossary of Book-related Terms <http://www.abebooks.com/docs/HelpCentral/Glossary/sellerIndex.shtml#general>
- John Carter. ABC for Book-Collectors. 8th edition. New Castle, DE: Oak Knoll Books, 2004. Available free in pdf at [http://www.ilab.org/eng/documentation/29-abc\\_for\\_book\\_collectors.html](http://www.ilab.org/eng/documentation/29-abc_for_book_collectors.html)

#### Documentary Editing

- Mary-Jo Kline and Susan Holbrook Perdue. *A Guide to Documentary Editing*, 3d edition, Online edition. Available from <http://gde.upress.virginia.edu/index.html>

## Online Cataloging Support

- Library of Congress. 2011. *Descriptive Cataloging of Rare Materials (Books)*. 2007 Edition with corrections. Available from <http://www.itsmarc.com/crs/mergedProjects/rarebks/rarebks/contents.htm>
- Other online resource materials will be assigned as need.

### General Course Outline:

Unit 1 Brief History of Rare Book Collecting and Libraries

Unit 2 Rare Books as Texts and Historical Artifacts

Unit 3 Surveying your Collections

Unit 4 Preservation of Rare Books

Unit 5 Digitization

Unit 6 Security

Unit 7 Collection Development

Unit 8 Accessioning and Cataloging

Unit 9 Copyright

Unit 10 Outreach

Unit 11 Continuing Education

Unit 12 Trends

### WIMBA Archive Recordings

There will be WIMBA lecture archive recordings available every week. The first WIMBA archive will be available on Thursday, June 12<sup>th</sup>.

Tentative WIMBA archive dates

June 12<sup>th</sup>

June 19<sup>th</sup>

July 3<sup>rd</sup>

July 10<sup>th</sup>

July 17<sup>th</sup>

July 24<sup>th</sup>

### Assignments: (90 points)

The following list is an overview of the assignments included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date. As a general rule, assignments are due before midnight (11:59 p.m.) on Saturday. The professor reserves the right to modify, add, or remove assignments as conditions warrant.

#### Assignment 01: Editing and Transcription

Many, if not most, older works lack modern editions. In order to work with such texts, as well as assist their patrons work with such texts, librarians need to learn the conventions of older forms of writing, as well as strategies for discerning meaning from texts. This exercise provides an opportunity for students to analyze and interpret older texts, focusing on issues of spelling, vocabulary, and critical apparatus.

Value 20 points. Due date Saturday, June 21<sup>st</sup>, 2014

#### Assignment 02: Collection Development

One of the responsibilities of a Rare Book Librarian is collection development.

The librarian is expected to locate and add new works to the collection that reflect the culture the collection represents. The student will examine several works and select a limited number that meets the collection criteria. This exercise provides an opportunity for students to analyze and interpret multiple editions in order to focus on evaluating books as artifacts of culture and meeting collection criteria.

Value 25 points. Due date, Saturday, July 5<sup>th</sup>. 2014.

#### Assignment 03: Book Description

Another responsibility of a Rare Book Librarian is providing accurate and complete descriptions of the books in their collection. Building on the skills developed in Assignments 01 and 02, the student will provide descriptions of several of rare books.

Value 25 points. Due date Saturday, July 19<sup>th</sup>, 2013

### Assignment 04: Reflective Essay

Write a reflective essay on your growth and development in terms of rare books librarianship. Identify the conceptions you had before you began the course. Discuss how they changed as you progressed through the course. Use insights you gained reading the Basbanes book.

Value 20 points. Due date Saturday, July 26<sup>th</sup>, 2014

### Graded Discussions: (10 points)

There will be two graded discussions, each worth 5 points. You will be required to post an initial substantive response to the discussion topic (worth 3 points), and then post focused and amplifying commentaries to two of your classmates' substantive responses to the discussion topic (each worth 1 point). The initial comments will be due on June 23<sup>rd</sup> and July 7<sup>th</sup>.

### Grading Scale

The grading scale will be based on percentage of total available points. Course grades will be assigned based on the following percentage breakdown:

A = 90-100 % = exceptional work, exceeds expected graduate level work

B = 80-89 % = consistently good work, meets expected graduate level work

C = 70-79 % = consistently poor work, fails to meet expected graduate level work

D = 60-69 % = perfunctory, incomplete work, fails to meet expected graduate level work

F = ≤ 60 % = missing, incomplete work, fails to meet expected graduate level work

### Withdrawal:

You may drop the course without academic penalty on or before the official withdrawal date. As discussed on pages 30-31 of the VSU graduate catalog, "Students may petition an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of Dean of Students."

### Attendance:

This is a Web-delivered course, with no required face-to-face meetings. One or more assignments may include a required presentation within WIMBA. If required, the presentations will be scheduled in consultation with class members. There may be regularly scheduled WIMBA sessions with optional attendance.

### Technical Requirements:

All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, Microsoft Word 2010 is the required format. If you are using a lower version of Word or some other word processor, you are responsible for converting your documents to Microsoft Word 2010 compatible format (.doc or .docx). **Work submitted in non-compatible formats will not be accepted and will not be graded.** You can obtain a copy of Microsoft Office 2010 at a reduced student price through the IT Home Use Software program (<http://www.valdosta.edu/helpdesk/index.shtml>). Both Windows and Mac versions are available.

You are to use the underscore “\_” instead of a space “ ” in your file names. Spaces in a file name translate as %20 code and a penalty will be applied.

When reading instructions for your assignments, notice whether the instructions say to paste your response into a message box or to use a file attachment. Also notice whether the instructions say to choose Reply or to create a new message.

When the directions say to paste into a BlazeView message box, compose your response in your word processor first. This will help avoid the agony of being “timed out” and losing your work.

Grammar, punctuation, and spelling count. Use spell check. The Publication Manual of the American Psychological Association, 6th Edition, (APA manual) is the required style manual for all class work unless otherwise specified. Formatting and professional writing style counts. Use active voice in your writing.

### Communication:

For questions regarding the course, please communicate with me through the BlazeView WebCT site for this course. If your question is personal, please use the BlazeView WebCT course mail feature. If you have a general question whose answer may be of

interest to your classmates, please post it to the "Questions" topic on the discussion boards.

### **Academic Honesty:**

**An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party or copied into a paper or project from a source without proper citing. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected.** If you are unsure about the parameters of an assignment, ask for clarification.

Unless an assignment is specifically designated as a group or collaborative activity, anything submitted under your name should be solely your own work. If you are unsure about the parameters of an assignment, ask for clarification.

Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources.

The ***Guide to Ethical Conduct*** is a booklet created for VSU MLIS students ([http://www.valdosta.edu/mlis/student\\_resources/documents/GuidetoEthicalConductWebversion.pdf](http://www.valdosta.edu/mlis/student_resources/documents/GuidetoEthicalConductWebversion.pdf)). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science. Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary.

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

### **Turnitin**

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to Turnitin, a tool within BlazeVIEW. For more information on the use of Turnitin at VSU see [Turnitin for Students](http://www.valdosta.edu/academics/academic-affairs/vp-office/turnitin-for-students.php) (<http://www.valdosta.edu/academics/academic-affairs/vp-office/turnitin-for-students.php>).

### **Distance Learning Support:**

An online guide for distance education students is on the Odum Library Web site at [http://www.valdosta.edu/library/services/revised\\_students.pdf](http://www.valdosta.edu/library/services/revised_students.pdf).

### **Accommodations Statement:**

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY), their website is at <http://www.valdosta.edu/access/>.

### **Compliance Statement:**

Enrollment in this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. **It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the semester.**