

Syllabus

Department: Division of Library and Information Science

Course Number and Title: LIS 245 Special Collections Librarianship and History of the Book: Principles and Practice

Bulletin Description: [25 words maximum]

The organization, administration and service of collections, with an emphasis on rare books. Topics include the history of books, non-book formats, donor relations and collecting.

Prerequisite(s): None

Co-requisite(s): None

Course Objectives:

1. To develop an appreciation of books as historical artifacts.
2. To develop an understanding of the changes in the production of written and printed books through time.
3. To learn the components of books and become familiar with the specialized vocabulary for describing and discussing them.
4. To understand the world of rare books and manuscripts from the perspective of book collectors, book dealers and auction houses, librarians and curators, historians, and conservators.
5. To become aware of some of the significant issues involved in the administration of special collections as well as current developments in the field.
6. To work collaboratively on the planning and installation of an exhibition on books as history.

Program Goals and Outcomes:

2A) Understand the concepts and issues related to the lifecycle of recorded knowledge and information, from creation through various stages of use to disposition.

2B) Understand the concepts, issues, and methods related to the acquisition and disposition of resources, and the management, preservation and maintenance of collections.

3A) Understand the principles involved and the developmental, descriptive, and evaluative skills needed in the organization, representation and retrieval of recorded knowledge and information resources.

8B) Understanding the concepts behind, issues relating to, and methods for the following: assessment and evaluation of library services and their outcomes, developing partnerships, collaborations, networks, and other structures, and principled, transformational leadership.

Units of Instruction:

Week 1:

- Introductions and Course Overview
- What is a Special Collection?
- Proper Handling of Material: A Quick lesson
- Describing Special Collection Material without Specialized Vocabulary – Give It a Try
- “15 Things about Me and Books”

Week 2:

- Early Writing Systems and “Books”
- Manuscript Books

- Birth of Printing
- Papermaking
- Bookbinding
- Anatomy of a Book

Week 3:

- Printing and Typography
- Books and Printing through the 18th Century
- Historical Overview of Rare Book Collecting and Libraries
- Selecting Books for Exhibition

Week 4: – Bowne & Co. Stationers (South Street Seaport Museum), \$10.00 fee

- Books and Printing in the 19th Century

Week 5: – Grolier Club (& Morgan Library @3:00 for those who can meet)

- Book Collectors, Book Dealers & Librarians
- Professional, Trade, and Bibliophilic Associations
- Exhibitions and Exhibition Catalogs
- Collecting in the 21st Century

Week 6:

- Antiquarian Book Trade: Auctions, Book Dealers, Book Fairs
- Acquisitions: Purchases and Gifts
- Description: Bibliography, Catalogs and Specialized Vocabulary
- Researching Provenance and Ownership
- Manuscripts and Other Non-Book Material

Week 7: – Swann Auction Galleries

- Book and Manuscript Auctions
- Provenance and Appraisals

Week 8:

- Mission and Vision
- Plans, Policies and Forms
- Collection Development
- Access
- Gift Policies
- Accessioning and De-accessioning
- Security and Disaster Preparednes

Week 9:

- Books as Artifacts, Books as History
- Further Examination of Formats, Bindings, Structure and Life Stories of Books
- 20th Century Books

Week 10:

- Caring for Collections

- Non-Book Collections: Challenges of Other Media
- Space Planning
- Discussion of Layout of Exhibition

Week 11: – Frick Conservation/Digitization Labs & Library 4:00-6:00

- Conservation and Preservation
- Digitization and Copyright
- “Specialized” Special Collections
- Collections, Patrons and Services

Week 12: – St. John’s Print Studio

- Books as Art and Artists’ Books
- Print Techniques and Illustrations
- Installation of Exhibition

Week 13:

- Outreach: Keeping Special Collections Relevant
- Special Collections 2.0
- Future of the Book
- Professional Development

Week 14:

- Turn in Final Take-Home Essay
- Take Practicum Quiz (Describing Special Collection Material Using Specialized Vocabulary)

Bibliography:

Galbraith, Steven K. and Geoffrey D. Smith. *Rare Book Librarianship: An Introduction and Guide*. Santa Barbara: Libraries Unlimited, 2012.

Howard, Nicole. *The Book: The Life Story of a Technology*. Baltimore: The Johns Hopkins University Press, 2009.

Pearson, David. *Books as History: The Importance of Books Beyond Their Texts*. London: The British Library; New Castle, DE: Oak Knoll Press, 2012. Revised edition.

Avrin, Leila. *Scribes, Script and Books*. Chicago: American Library Association, 1991. Chpt. 12 “Papermaking”, pp. 283-299 and Chpt. 13 “Bookbinding”, pp. 301-325. (e-Reserves)

Howard, pp. vii-xiv, 1-53.

YouTube Videos:

Handling Bound Volumes (University of Glasgow)

<http://www.youtube.com/watch?v=UHcx6pZ57Pc&list=PL-3X8IWfm-IX-WvDXUsyskLtjzEq8lxNw>

Handling Rare Materials (Folger Library)

<http://www.youtube.com/watch?v=5NWyruNYILw&list=PL-3X8IWfm-IX-WvDXUsyskLtjzEq8lxNw>

How It's Made: Paper (Discovery Channel)

https://www.youtube.com/watch?feature=player_detailpage&v=Gq7L9-0XdVw

Bookbinding Hand Sewn Lesson 1 Step 1 (In Italian)

<https://www.youtube.com/watch?v=fCVq6StJ9o4&list=PL-3X8IWfm-IX-WvDXUsyskLtjzEq8lxNw&index=7>

Bookbinding Hand Sewn Lesson 1 Step 2 (In Italian)

<https://www.youtube.com/watch?v=A5dBagQpYgs&list=PL-3X8IWfm-IX-WvDXUsyskLtjzEq8lxNw>

Bookbinding Hand Sewn Lesson 1 Step 3(In Italian)

<https://www.youtube.com/watch?v=7tJhzMBPAXE&list=PL-3X8IWfm-IX-WvDXUsyskLtjzEq8lxNw>

Bookbinding Hand Sewn Lesson 1 Step 4 (In Italian)

<https://www.youtube.com/watch?v=4dZAF7fhW88&list=PL-3X8IWfm-IX-WvDXUsyskLtjzEq8lxNw&index=10>

Basbanes, Nicholas *Patience & Fortitude*. New York: HarperCollins, 2001. Chapters 1 ("Eternal Life") & 2 ("Godspeed"). (e-Reserves)

Galbraith & Smith. Pp. vi-xvii, 1-39.

Howard, pp. 55-111.

Pearson, pp. 4-61 & 163-173

Carter, John & Nicholas Barker. *ABC for Book Collectors*. 8th Edition. New Castle, Delaware: Oak Knoll Press. 2006. You can download it from the ILAB website:

http://www.ilab.org/eng/documentation/30-john_carters_abc_for_book_collectors.html

I have also saved the PDF file in the files section of the St. John's Central page for the class (LIS 245).

Howard, pp. 113-137.

Lieberman, J. Ben. *Type and Type Faces*. New Rochelle, NY: Myriad Press, 1978. pp. 27-32. (e-Reserves)

Pearson, pp. 77-91

ABC terminology: Boards, Chain Lines, Colophon, Conjugate Leaves, Deckle Edges, Device, Dropped Letters, Edges, Edition and Impression, Endpapers, Folio, Forme (Chase), Gatherings (Quires), Guide Letters, Laid Paper, Leaf, Majuscule & Minuscule, Marbled, Octavo, Paper, Quarto, Recto, Rubric, Scripts, Sheet, Signatures, Size, Stereotype, Text Block, Typography, Uncut/Cut, Unopened, Vellum, Verso, Watermark, Wire Lines, Wove Paper

Basbanes, Nicholas. *A Gentle Madness*. New York: Henry Holt, 1995. Chapters 1 ("Touching the Hand") & 5 (Brandy for Heroes). (e-Reserves)

Crichton, John. "The American Antiquarian Book Trade: Yesterday, Today and Tomorrow." In *Book Talk: Essays on Books, Booksellers, Collecting, and Special Collections*, R. Jackson and C. Rothkopf (eds.). New Castle, Delaware: Oak Knoll Press, 2006. Pp. 95-108. (e-Reserves)

ABC for Book Collectors terminology: Fine Binding, Grolier List, High-Spots, Horae/Book of Hours, Miniature

Explore the following websites:-Grolier Club <http://www.grolierclub.org/>

-Fellowship of American Bibliophilic Societies <http://www.fabsbooks.org/>

-International League of Antiquarian Booksellers <http://www.ilab.org/>

-Antiquarian Booksellers' Association of America <http://www.abaa.org/>

-Rare Books and Manuscripts Section of the Association of College and Research Libraries (RBMS-ACRL) <http://www.rbms.info/>

-Rare Book and Special Collections Division of the Library of Congress <http://www.loc.gov/rr/rarebook/>

YouTube Video:

An Introduction to Antique Books (Phillip Pirages)

<http://www.youtube.com/watch?v=3VccalarFTU&list=PL-3X8IWfm-1X-WvDXUsyskLtjzEq8lxNw>

Belanger, Terry. "Descriptive Bibliography." In *Book Collecting: A Modern Guide*, J. Peters (ed.). New York and London: R.R. Bowker, 1977. Pp. 97-101. Available online at

<http://bibsocamer.org/bibdef.htm>

Galbraith & Smith, pp. 41-50, 115-120.

Jackson, Robert. "Will the Book Collector of Today be the Donor of Tomorrow?" In *Book Talk: Essays on Books, Booksellers, Collecting, and Special Collections*, R. Jackson and C. Rothkopf (eds.). New Castle, Delaware: Oak Knoll Press. Pp. 169-182. (e-Reserves)

Juarez, Miguel. "Donor Relations for Librarians." *Art Documentation*, Spring 2005, vol. 24, no. 1, pp. 38-41.

Karmiolo, Kenneth. "Collecting the Physical Book in the Digital Age"

http://hq.abaa.org/books/antiquarian/news_fly?code=127

Pearson, pp. 93-139 & 184-194.

Basbanes, Nicholas. *A Gentle Madness*. New York: Henry Holt, 1995. "Epilogue". (e-Reserves)

Galbraith & Smith, pp. 103-114.

ABC for Book Collectors terminology: Auctions, Bibliography, Book-Sellers Catalogues, Broadside, Chapbooks, Collation, Condition, Duodecimo, ESTC, Format, Illuminated, Incunable, Inscribed Copy, Issues and States, Manuscript, Parchment, Presentation Copy, Provenance, Rarity, Rings, Short-Title Catalogue

ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections, Approved by the ACRL Board of Directors, September 2009. *C&RL News*, November 2009, v. 70, no. 10, pp. 593-604.

Galbraith & Smith, pp. 93-102.

Samuelson, Todd, Laura Sare, and Catherine Coker. Unusual Suspects: The Case of Insider Theft in Research Libraries and Special Collections. *College & Research Libraries*, November 2012. vol. 73, no. 6, pp. 556-568.

Howard, pp. 139-148.

Pearson, pp. 141-161.

ABC for Book Collectors terminology: Bands, Blind, Calf, Clasps, Electrotypes, Endpapers, Fore-Edge Painting, Gilt Edges, Half Bound, Headband, Hollow Backs, Limp, Morocco, Publisher's Cloth, Quarter Bound, Raised Band, Spine, Stabbed, Stereotype, Stitched, Ties, Tool/Tooling,

Galbraith & Smith, pp. 51-77.

ABC for Book Collectors terminology: Cases and Boxes, Foxed, Preservation, Re-Backed, Re-Cased, Wormholes

Galbraith & Smith, pp. 79-91, pp. 121-126.

Galbraith & Smith, pp. 127-164.

Howard, pp. 149-158.

Pearson, pp. 175-183.

Traister, Daniel. "Public Services and Outreach in Rare Book, Manuscript, and Special Collections Libraries." *Library Trends*, Summer 2003, vol 52, no. 1, pp. 87-108.

Traister, Daniel. "Is There a Future for Special Collections? And Should There Be? A Polemical Essay." *RBM*, 2000, vol. 1. no. 1, pp. 54-76.

Cordes, Ellen. "A Response to Traister." *RBM*, Fall 2006, vol 7, no 2, pp. 105-112. (Read after Traister (2000) article)

Whittaker, Beth M. and Lynne M. Thomas. *Special Collections 2.0*. Santa Barbara: Libraries Unlimited. Introduction, Chapter 2, & Chapter 3. (e-Reserves)

Benton, Megan. "The Book as Art." In *A Companion to the History of the Book*, S. Eliot & J. Rose, eds. Malden, MA: Blackwell, 2007, pp. 493-507. (e-Reserves)

Pearson, pp. 61-75.

ABC for Book Collectors terminology: Colour-Plate Books, Cuts, Engravings, Intaglio, Plates, Private Press, Wood-Cut

New York State Education Department Requirements

1. Contact Hours – 30 hours

Comprised of the following:

- Periodic announcements/discussion posts by the instructor
- Lecture (online or face to face)
- Monitoring group discussions
- Reviewing assignments
- Advising on semester projects
- Email interaction

2. Supplementary Hours – 120 hours

Comprised of the following:

- Assigned reading
- Weekly assignments (individual and group)
- Research for semester projects
- Presentations (online or face to face)
- Academic Service-Learning projects (where appropriate)