

## Framework of rare books training needs

This report is designed to contribute towards the development of a rare books module for the Dundee ARMMS Distance Learning programme by presenting a list of topics to be covered in this module. This list has been compiled from a number of resources (see also Appendix I-VII below). It draws on:

- The topics covered by the Rare Books in Scotland workshops, including some which have been proposed but not yet offered.
- Interviews with the following managers, employees and volunteers which tried to establish individual 'wish lists':
  - Robert Betteridge (NLS)
  - Sandra Cumming (volunteer)
  - \* Julie Gardham (Glasgow University Library)
  - \* Rachel Hart (St Andrews University Library)
  - Lindsay Levy (Advocates Library)
  - \* Joseph Marshall (Edinburgh University Library)
  - James Mitchell (NLS)
  - Ann Morrison (Edinburgh City Libraries)
  - Karen O'Brien (Edinburgh City Libraries)
  - \* Keith O'Sullivan (Aberdeen University Library)
  - Enda Ryan (Mitchell Library)
  - Marianne Smith (Royal College of Surgeons of Edinburgh)
  - Helen Vincent (NLS)
- Interviews with those above whose name is marked with an \* about in-house rare books related training given at their institutions
- Web-based research on rare books modules offered at London University and UCL and examination of the course books for the modules offered at Aberystwyth
- Web-based research on librarianship courses offered at Strathclyde University and Robert Gordon University; they do not include rare books modules.
- Web-based research on rare books courses offered in North America and Germany, including special collections librarians' competencies

Not surprisingly, the final wish-list was so comprehensive that little remained to be added from the other sources consulted. Below are set out the identified core training needs, provisionally arranged (with minor amendments) according to the four topics given in Brian Hillyard's Briefing paper for SCURL Business Committee of 29 August 2006: Access, Interpretation, Acquisition and Promotion, Preservation and Conservation.

## **ACCESS**

### **Analytical bibliography:**

- Bibliographical format (explain, and include chain lines, watermarks); state, issue, edition; cancels, stubs; 'ideal' copy, variants
- Title pages and colophons; dates (turned Cs, different calendars); printers' ornaments; incipits; false imprints
- Pagination, foliation; signatures; catchwords; collation
- Indexes, errata, prelims
- Frontispieces and other plates
- Printers' devices
- Type faces, e.g. black letter, German Gothic type
- Foreign place names
- Latin for rare book librarians to identify title page elements (author, title, imprint etc.)

### **Cataloguing, standards and authority control:**

- Differences: Rare books vs. modern collections cataloguing
- Elements of a catalogue record; MARC fields
- DCRM(B)
- LCSH and other thesauri
- Name authority

### **Surrogates and remote access:**

- Digitisation; how to select companies for outsourcing; national and international registries for digitisation programmes
- Microfilming [was not mentioned]
- OPACs, COPAC, World Cat, OCLC

### **Knowledge management:**

- Systems for logging information; filing systems; how to ensure that information about collections does not leave along with expert staff

## **INTERPRETATION**

### **Copy-specific and non-print information:**

- Provenance: bookplates, armorials, heraldry, book stamps, mottoes
- Palaeography
- Bindings: structure and constituent parts; fine and decorative bindings; tooling; onlays and inlays; publishers' bindings
- Illustrations: relief, intaglio, planographic

### **Resources and finding aids:**

- Aldis
- EEBO, ECCO
- CERL HPB
- ISTC, STC, Wing, ESTC, incl. How to report to ESTC
- Book trade indexes
- Newsplan [not mentioned]
- Book collector websites
- Oxford DNB
- Professional resources (e.g. RBiS website and e-mail discussion list, CILIP Rare Books and Special Collections Group website, LIS-RAREBOOKS)

### **History of the Book:**

- Printing (Scotland; Europe generally) in the hand press period; social background of printing houses and employees
- History of publishing up to Victorian period; publishing centres
- Scottish and provincial book trade in Britain
- The work of early bibliographers (e.g. Pollard)

### **The rare book:**

- Distinguish rare books and manuscripts; understanding of archives
- Constituent parts of a book
- Definition: what is a rare book?
- Sources for checking how rare a book is
- Book valuation

## **ACQUISITION AND PROMOTION**

### **Collection development and the book trade:**

- Choosing items to be added to the collection: collection development policies
- Accessioning whole collections
- Historical collections: development, enlargement and integrity
- Antiquarian book trade; relationships between booksellers, university libraries, special libraries and other players
- Networks available to rare book librarians; how to liaise with the book trade
- Disposals policies

### **Awareness and exploitation of collections:**

- Different promotion styles of small and large libraries; internal promotion vs. promotion in combination with faculty/educators/other groups; how to get the library into the public eye
- Identification of target audience: stakeholders; education sector (curriculum needs)
- How to give presentations and talk knowledgeably about collections; small group teaching; user education
- Long-term vision and strategic planning: what research resources will people want to see in 50 years' time?

### **Exhibitions and displays:**

- Small displays
- Target audience research
- Label writing, captions for exhibits: print size and accessibility
- Leaflets and story boards
- Funding and project bids

### **The web:**

- Efficient use of a website
- Digital image control: copyright, permissions, data protection

### **Customer services:**

- How to deliver best service to customers
- How to deal with enquiries
- Invigilation of reading rooms

## **PRESERVATION AND CONSERVATION**

### **Handling:**

- Best practice; use of gloves, snakes, pillows, cradles
- Preparing material for reproduction and digitisation; condition of items; paper clips
- Stock moves, storage
- Handling different kinds of paper; how to deal with 19th-century acidic paper
- Handling rules (cf. leaflets published by NPO)

### **Environmental conditions and standards:**

- Ideal and acceptable lux levels, humidity, temperature
- Archival standards

### **Threats to the collections:**

- Ability to identify threats: mould, bugs, insects, stamping ink
- Collection security: awareness of thieves' work
- Disaster planning
- Health and safety

### **Repairs:**

- Awareness of conservation procedures for outsourcing repair work
- Ethical and aesthetic issues of conservation
- Basic preservation techniques, e.g. cotton tape to support loose bindings, how to make phase boxes
- Overview of paper conservation

As indicated above, a number of topics were suggested by more than one person, and should therefore be prioritised if further investigation should show that there is too much to be covered in a 13-week course. The most popular of these topics are provenance, bindings, palaeography, cataloguing, Latin, database resources and bibliography.

The arrangement suggested above is clearly open to discussion and revision. However, while it ties in with the requirements of the Dundee ARMMS programme for a module consisting of four units to be taught in 13 weeks, it would also be able to stand on its own.

There would need to be provision for practical hands-on sessions for this module, either in the form of day schools where all participants assemble at one centre of excellence (which can potentially be rotated if sufficient places can be identified), or during the course, when participants could visit previously identified and well-prepared nearby libraries. The latter option would entail a considerable logistic effort.

The actual writing and teaching of the module would best be spread across different institutions. Provided it is incorporated into the Dundee course, it would be run at least twice a year; that means that if, say, four people are involved in the module creation, they could take turns teaching the whole module and would do so once every other year. However it is taught, its continued availability would need to be guaranteed, bearing in mind the likelihood of staff moves and other potentially disruptive factors.

Anette Hagan, National Library of Scotland, 28 April 2009

## **APPENDIX I**

### **Rare Books in Scotland workshops**

**1) Acquisition (NLS, 13.9.2004)**

- Introduction
- Sources of funding (e.g. National Fund for Acquisitions [documentation at <http://www.nms.ac.uk/nationalfundforacquisitions.aspx>])
- Dealing with the book trade
- Auctions
- Gifts and bequests
- Deposits
- Future collaboration

**2) Basics of bibliographical format**

- Definition
- Rationale
- Paper: moulds, laid / wove, watermarks, sizes
- Bibliographic format
- Uncut / unopened; large paper format; blank leaves; prelims
- Signatures; cancels

**3) Basics of rare book cataloguing**

- Production features: false imprints; errata, advertisements, frontispieces and other plates; formats; turned Cs in dates; normal / large paper editions; Latin title pages
- Copy-specific features: watermarks, inscriptions, bookplates, missing information, handwritten annotations, armorial bindings

**4) Provenance (St Andrews University, 1.12.2004, delivered by Elizabeth Henderson and Christine Gascoigne)**

**5) Cataloguing / bibliographic format (taught by Historic Libraries Forum 24.5.2006; DCRM(B) taught by UK Bibliographic Standards Committee of the CILIP Rare Books and Special Collections Group 23.1.2008; £25.-)**

**6) Heraldry and armorials (proposed March 2007, held November 2007)**

**7) Latin for rare book cataloguers (proposed March 2005, held March 2007 and May 2008 at NLS; terminology for authorship, title, translation, audience, source / edition, additions, imprints, special titles, dedications and prefaces, provenance)**

**8) Conservation (self help, procedures for outsourcing work; proposed March 2004) NLS Preservation and Conservation does the workshop free of charge (first on 21.9.2005)**

- 9) **Bindings** (proposed September 2004) Structure and materials (first run 15.11.2006). Introduction, history of bookbinding and general terminology, reference works and useful websites, display of 15-20 examples from NLS's collections with brief talk on each, cataloguing of bindings; hands-on experience

**Proposed workshops:**

- **Putting on displays and exhibitions** (proposed March 2005) Concepts and planning, writing captions / labels, writing for exhibitions, methods of displaying books (cradles and conservation matters), funding sources.
- **Disaster planning** (proposed September 2006) Needs to be practical. Experience of setting up disaster and recovery plan. EUL offered to host workshop March 2007, again October 2007 and March 2008 to be held later (November?) in 2008.
- **Moving collections** (proposed March 2007)
- **ESTC reporting** (proposed March 2008) Encourage institutions to add their holdings to ESTC and other union catalogues.
- **DCRB → DCRM(B)** (suggested October 2008)
- **HPB database** (suggested October 2008)

**Other training opportunities mentioned at RBiS workshops:**

- Museums and Galleries Scotland run training courses on exhibitions
- Grampian Information taught an exhibition techniques course 04/06
- National Preservation Office run courses in conservation
- Harwell Document Restoration Services offer document recovery courses



## APPENDIX II

### Market research: wish list of managers, employees, volunteers

(Different colours mark contributions from different interviewees;  
| indicate number of times a topic has been suggested)

- Handling delicate material ||||: best practice; when to use gloves; rules (cf. leaflets published by NPO), snakes and how; handling for photocopying
- Paper conservation
- Ink (for stamping)
- Conservation advice (online resources: [inter]national museum conservation)
- Provenance |||||, bookplates, armorials
- Mould ||, insects, bugs (Museums and Galleries Scotland have photographs to help identify them; American online resources)
- Digitisation / filming: handling of material; how to assess companies for outsourcing; preparing material (condition of items; paper clips); how to check if something has already been digitised / registries, e.g. for medical digitisation programmes
- Labelling and numbering systems for objects for marketing
- IT / software: library management systems; electronic records; access for the public other than by spreadsheet (digitised bookplates attached to catalogue record in Excel)
- Early handwriting |||||: palaeography, inscriptions
- Latin for rare book librarians ||||
- Finding aids and resources, backup support: Databases ||||: CERL HPB (a printer's device can lead to the printer's name there), ESTC, ISTC; Bibliographic databases: ESTC, COPAC, OCLC and their different strengths and coverage; what to find and not find on them; Book trade indexes, Oxford DNB, Aldis, STC, Wing, Book collector website; NLS, BL, COPAC catalogues; bibliographies; EEBO and ECCO
- Identifying different forms of printing ||||; type faces, e.g. black letter, German Gothic type
- Heraldry
- Bindings ||||| (also from conservation point of view); structures (even to instruct outsiders about necessary repair work); fine bindings, decorative bindings
- Exhibitions ||: cradles, environmental conditions (lux levels, humidity, temperature)
- Cataloguing: ||||| proper description of older material; DCRM(B) |||, rare books vs. general collections cataloguing; copy-specific information ||; practical skills: whose standards do you use? Elements of a catalogue record, MARC fields
- Access || to catalogues; how to make material available, e.g. digitisation
- Historical overview of printing |||| (Europe, Scotland); hand press period, printers, history of publishing up to Victorian period, publishing centres. Cursory overview
- How to read title pages and colophons: false imprints, turned Cs in dates, other calendars; Roman numerals, red and black ink, printers' ornaments – roughly date work by style of printing; core elements of a title page
- Constituent parts of a book ||: how a book is made (demonstration)
- Pagination, collation, signatures
- Definition: what is a rare book |||| (early / valuable / uncommon books?) and what a rare book librarian? Responsibilities arising from the profession; sources for checking how rare a book is

- Preservation / conservation ||||: use of cotton tape for loose bindings; awareness of conservation procedures, e.g. for a disbound book or one that needs rebacking before outsourcing the work; ethical / aesthetic issues
- Exhibition interpretation |||: How to label books for exhibitions to meet the needs of different audiences ||; labelling / captions, caption print size and accessibility
- Collecting || / book trade: how collections are put together and developed; how collections were formed and built up
- Storage (don't glue shelfmarks to spines)
- Printing (physical rather than historical aspects)
- Ink
- Different kinds of paper ||; how to deal with 19<sup>th</sup>-century acidic paper
- What things books can suffer from and what to do about it; identify threats to the collections ||
- Recognition of printers' devices
- Collection assessment
- History of the book |||
- Historical bibliography ||: format, collation
- Book valuation |||
- Collection development ||: How to choose items to be added to the collection; how to accession collections: separate items by subject? Keep collections together? Question of the integrity of collections
- Book as a physical object: paper, bibliographical format
- Critical editing under the umbrella of bibliography: what happens in the hand-press era; social background of printing houses and employees: they had to make money.
- Bibliography ||||: Encapsulated overview of Gaskell (ranked top); state, issue, edition; cancels, stubs: no perfect copy; bibliographic description, variants; full bibliographical analysis
- Difference rare book / manuscript |||; cross-domain working: understanding of archives
- Environmental conditions
- Collection security |||: awareness of value, how collectors and thieves work, value of cultural items (not just rare books)
- Resources for rare books ||: standard [printed] finding aids
- How to deal with enquiries (online help resources)
- Customer service ||: promotion of collections, how to deliver best service to customers
- Digital image control: copyright, permissions
- Exhibitions: physical and virtual; how to safely display material long-term (lux levels, angles for cradles, stands)
- Exhibitions as events ||: audience research, how to protect material; how to do leaflets, story boards, how to get people interested
- Conservation / archival standards ||
- Long-term vision / sense of time scale: what research resources will people want to see in 50 years' time? 'Investment' in the future, strategic planning
- Funding and project bids
- Knowledge management: what are our collections, where are they stored? Systems for logging information, filing systems, make sure information does not leave along with expert staff
- Basic conservation techniques
- How to give presentations; small group teaching; user education sessions

- Scottish and provincial book trade and history of the book in the handpress era  
||
- Bibliographical format (folding piece of paper)
- Paper making; explain chain lines ||, watermarks
- How to report to ESTC ||
- How to set up a small display
- How to talk knowledgeably about collections
- Authority control ||: LCSH and other thesauri
- History of the subject rather than historical bibliography: why and how did Pollard and Gaskell do the work they did?
- How to find out about cataloguing (e.g. RBiS workshops)
- Raise awareness: show how institutions promote their collections; different styles of small and large libraries
- Awareness of who we promote collections to: internal promotion or in combination with faculty/educators/other groups; techniques of how to 'sell' (in the metaphorical sense) your collections and who to influence
- Foreign place names
- Illustrations: differences between engraved and printed (e.g. in terms of music – reason why ESTC has no musical scores is because they were engraved, not printed)
- Disaster planning
- Health and safety
- Practical preservation: how to make phase boxes
- Exploitation of the collections e.g. for young people – current curriculum needs?
- Promotion: how to get the library into the public eye?
- Efficient use of a website
- Open source software
- Antiquarian book trade: relationship between booksellers, university libraries, special libraries and other players
- Networks available to rare book librarians

**Two opposing comments:**

Cataloguing and historical information not to be taught as priority versus  
Practical cataloguing skills as top priority!

## **APPENDIX III**

### **In-house training in Scottish universities**

#### **Edinburgh University Library:**

- Handling: how to use bean bags, when to use gloves
- Regular invigilation refresher
- Online and printed rare books resources
- Collection familiarisation
- Data protection
- Collection security: who has access to restricted areas? Logging of material going out and coming back to Special Collections; issuing material

#### **Planned training:**

- Visits to other libraries
- Best use of facilities with given premises
- Disaster planning

#### **Glasgow University Library:**

- Rare books cataloguing for general cataloguers: show book in hand how to look for different features not present in modern books
- Session on early printed books (constituent parts of a book, introduction to catalogue records) for graduate trainees (they do four months' volunteer work before taking the library course, mostly at Strathclyde but also RGU and day-release, e.g. at Newcastle). Training consists mainly of an induction and training at the desk.
- HATII (Humanities Advanced Technology and Information Institute) in collaboration with GUL Archive staff offer a CPD for archivists: postgraduate diploma / MSc in Information Management and Preservation, approved by Society of Archivists and CILIP. The course\*\* can be taken by qualified professionals for CPD purposes. Rare Books Librarian does a seminar on print culture for IMP students.

\*\* Archives & Records Information Management; Records & Evidence; Description, Cataloguing & Navigation; Management, Curation and Preservation of Digital Materials

**St Andrews University Library:**

- Cataloguing training for staff who also (not exclusively) catalogue rare books
- Undergraduate work experience programme: eight students covering Rare Books (also photographic collections, enquiries and MSS) for half a day per week get initial training of basics: physical curation incl. handling, basic preservation. No in-depth cataloguing is taught, just enough to make students able to indentify unique details. They populate an access database with title, author, date and place of publication, then compare individual items to COPAC holdings to determine how rare they are.
- Academics and student groups wanting to see and handle original material as part of their course get short introduction and handling instructions before the actual session
- Exhibitions are covered on Museums and Galleries programme: this involves training in rare books display, including supports and captions

**Aberdeen University Library:**

- No in-house training as such
- Rare Books librarian, along with head of cataloguing and part-time rare books cataloguer, is compiling a set of rare books cataloguing guidelines based on DCRM(B) for use by anybody cataloguing rare books at AUL

## **APPENDIX IV**

### **Rare Books modules at British universities**

**University of Aberystwyth, Department of Information Studies. Two optional modules in undergraduate course:**

#### **Module 1: Introduction to Rare Book librarianship**

1. Concepts and issues: What is a rare book; Types of rare books; History of printing 15th-19th century.
2. Book production on the hand press: Constituent parts; Handmade paper; Book formats; Printing on the hand press; Printing today
3. Book trade: Employment in the book trade; Distribution; The book trade and its environment
4. Identifying rare books and interpreting imprints: Identifying English books printed before 1800; Interpreting Latin imprints; Identifying the roles of people named in imprints; Cataloguing rare books
5. Care of the collections: Conservation; Security; Planning for disaster
6. Promoting your rare book collection: Who uses the collections? Exhibitions; Income generation; IT requirements

Source: Introduction to rare books librarianship. Module IL36210 BSc Econ/Diploma Information and Library Studies by open and distance learning. Aberystwyth, 2001.

#### **Module 2: Advanced RB librarianship**

1. Continental books: spread of printing, early page layout, Renaissance printers, rise of the publisher
2. Look of the book: binding, book illustration
3. Bibliography
4. Provenance: palaeography, provenance recording
5. Catalogues and cataloguing: types of catalogue, indexing
6. Non-book items: museum objects, cataloguing

#### **Ad 1)**

a) Mainz – Strasbourg – Cologne; Rome – Venice; Basel; Paris – Lyon; London. Over 200 printing towns before 1500! Bible, religious texts (edifying); Greek and Roman classics (educational). Renaissance Europe!

b) Incipit, title page (including vignettes), colophon, pagination / foliation, signatures and catchwords, running titles, woodcut borders, head and tail pieces, errata, indexes, marginal notes

c) Cultural importance of scholar printers, e.g. Aldus Manutius, Christophe Plantin (see e.g. [http://museum.antwerpen.be/plantin\\_Moretus/index\\_eng.html](http://museum.antwerpen.be/plantin_Moretus/index_eng.html))

d) Printers became junior rank, booksellers / publishers dominant from 16th-century Trade dynasties, e.g. Elsevier from 17th century. Spezialised music publishers, Baedeker.

**Ad 2)**

- a) Originally, books sold in quires; technical process and diagram of binding with technical terms; materials, incl. furniture; tooling; onlays / inlays; publishers' bindings; binding description for cataloguing purposes
- b) Relief (woodcut) / intaglio (engraving, etching) / planographic (lithography) illustrations;

**Ad 3)**

Bibliography versus catalogue; descriptive bibliography: examples; edition; transcription; collation; ideal copy; typographical analysis: type, initials, signatures, catchwords, running titles; page measurements; copy-specific information; annotations. Bibliographic description.

**Ad 4)**

- a) Palaeography: history; features: minims, abbreviations, contractions, Anglo-Saxon letter forms, signs.
- b) Inscriptions: mottoes, heraldic devices, bookplates, labels, stamps; outside marks: armorial stamps, monographs; provenance recording.

**Ad 5)**

- a) Rare Books catalogues: guard book, microfiche, published, on-line; union catalogues, national bibliographies (ESTC, VD 16 and 17), booksellers' / auction catalogues. MARC cataloguing: fields. Retro-conversion.
- b) Authority files, thesauri.

**Ad 6)**

Care and management of non-book items; cataloguing and storing photographs, scrapbooks / albums, ephemera, newspapers, maps, sound recordings

Source: Advanced Rare Book Librarianship. Module DS36310 BSc Econ and Diploma in Information and Library Studies. Aberystwyth, 2003.

**School of Advanced Studies, University of London:  
MA in History of the Book**

The interdisciplinary MA in the History of the Book brings together the academic expertise of staff of the Institute, colleges within the University of London, Reading University and the Open University, with that of staff from the British Library, the National Art Library at the Victoria and Albert Museum and St Bride Printing Library. Students follow a compulsory Core Course, providing a broad introduction to the discipline, and four one-term specialist options:

- 1) Western Book Structures, The Historical Reader
- 2) The Serial and the Book, The Look of the Book
- 3) The Medieval Book Authors, Publishers and Textual Theory
- 4) History of Writing, The Electronic Book

[http://www.findamasters.com/search/showcourse.asp?cour\\_id=11073](http://www.findamasters.com/search/showcourse.asp?cour_id=11073)

## **University College London: MA/Postgraduate Diploma in Library and Information Studies**

### Core courses

You have to complete the six core courses, all of which cover topics which are fundamental to the running of any library or information service:

- Cataloguing and classification 1
- Collection management and preservation
- Information sources and retrieval
- Introduction to Management
- Principles of computing and information technology
- Professional awareness

### Optional courses (two to be chosen)

- Advanced preservation
- Cataloguing and classification 2
- Database systems analysis and design
- Digital resources in the humanities
- Electronic publishing
- Historical bibliography \*\*
- Manuscript studies
- Publishing today
- Records management

\*\* Covers the purpose and use of bibliography and a brief history of its main proponents; the technique and the history of printing, with special emphasis on the hand-press period; the technique and history of vellum and paper making; the history of book production and illustration; the technique and history of bookbinding, including materials and processes, styles and designs of decoration, owners and collectors.

<http://www.ucl.ac.uk/infostudies/teaching/programmes/lis/>



Evaluation of the above three courses in Miriam M. Foot: 'Historical bibliography for rare book librarians', in A R Hawkins (ed), 'Teaching bibliography, textual criticism, and book history'. London 2006, p. 25-32:

Occasional one-off courses in printing history, descriptive bibliography, rare book cataloguing – but much of what is needed to acquire, catalogue, preserve and give access to rare book collections has to be learned on the job.

It is a fallacy that rare books cataloguing can be taught without also providing sufficient knowledge of analytical and descriptive bibliography; as a consequence, books are not recorded accurately.

**Aberystwyth:** Distance learning courses mainly aimed at library staff.

Module 1 – Introduction, module 2 – Advanced rare book librarianship.

1: General introduction to hand press period, enabling students to identify materials, give curatorial care, deal with bibliographic queries

2: Development of printed book in Europe, book as object, descriptive bibliography, specialised cataloguing

Disadvantage [of distance learning courses generally]: lack of supervised hands-on experience.

**London University, School of Advanced Studies, MA in History of the Book:** has 'history of the book' option but needs to come to UCL for this. Programme is not aimed at educating professional librarians. Wide ranging programme covering the relationship between authors, publishers, booksellers, readers; discusses texts in all sorts of formats; books as physical objects; library history and history of reading; production and reception of books; from hand press to electronic book; students are encouraged to handle material, set type, print, attempt binding.

Defects: one core course and four optional ones, leaving large gaps.

**UCL, School of Library, Archive and Information Studies, 'Historical bibliography' as part of a Library MA programme:** 1 term (10 three-hour sessions); students must have worked in a library for a year before being accepted.

Analytical and descriptive bibliography, balance between history of printing, papermaking and bookbinding, history of publishing, book trade and collecting.

Includes session at St Bride Printing Library with discussion on workings of various kinds of hand presses, type casting demonstrations, working of a printing press.

History of printing: early printing – consolidation – gradual mechanisation – private press movement; history of paper-making; history of bookbinding. → publishing and book trade history as well as history of typography as part of printing session, collecting included in bookbinding.

Usually includes unscheduled voluntary visit to rare books library somewhere.

General problem acc. to Miriam Foot: University teachers are not fully aware of what employers need, while employers have no opportunity to influence teaching.

Historical bibliography, element of descriptive and analytical bibliography remains a crucial component.

## **APPENDIX V**

### **Postgraduate Library qualifications offered in Scotland**

#### **University of Strathclyde: MSc/PgDip Information and Library Studies**

- Organisation of Knowledge: Document description, Principles of subject indexing, Retrieval languages, Principles and practice of cataloguing and classification
- Management and Marketing of ILS: Information strategy, Information resource management, Financial management, People management, Performance measurement, Marketing, Personal and professional development
- Library and Information Sectors: Public libraries, Academic libraries, Health libraries, School and further education libraries, Libraries in the commercial sector
- Digital Libraries: Digitisation and the anatomy of the digital image, Digital library services, Building a digital library, Policies and legislation for digital libraries, Electronic information resources and their implications
- Information Retrieval: Information seeking, Information retrieval systems, Information retrieval evaluation
- Information Policy and Law: Data protection, Copyright and intellectual property, Freedom of information, Key legislation (e.g. DPA, RIPA, Sarbanes-Oxley, HIPAA, Basel II), Ethics
- Service Management: Business continuity planning, Benchmarking information services, Service level management, Information security
- Information Sources and Services: References services (including virtual), The reference question, Online databases and subscription services, Advanced internet search skills, Information literacy

**Robert Gordon University Aberdeen:**  
**MSc/PGDip Information and Library Studies**

The course is offered as a one year full time on-site option and as a two year distance learning option. It consists of eight compulsory modules:

- **Information studies.** Evaluate sources of information and the manner in which information may be mediated in response to the full range of information needs, both organisational and individual
- **Information management:** policy process and use. How to appraise information management policy and processes, examine information gathering and characteristics of user communities, and analyse effective performance, delivery and response in information management
- **Technical services.** Theory and structure of bibliographic records (AACR2, MARC, ISBD (G)) and OPACs; knowledge and understanding of the principles of cataloguing, record creation and amendment using machine readable formats
- **Reference and enquiry services**
- **Information retrieval.** How to evaluate the techniques of representation, storage and retrieval of information, including indexing techniques
- **Resource management.** How to evaluate the management of financial and human resources in information management organisations and practice
- **Research methodology.** How to identify and utilise appropriate strategies and techniques for the purpose of individual investigations and research; research principles, data management, analysis, interpretation and presentation, research writing, publishing and dissemination

## APPENDIX VI

### Some Rare Book librarianship courses offered beyond Britain

#### University of Virginia: Rare Book School

Rare Book School offers five-day, non-credit courses on:

- **Binding:** History of bookbinding. Publishers' book bindings 1830-1910
- **Collecting and collection management:** Collecting the history of Anglo-American law. Collection strategies for collecting artists' books
- **Descriptive and textual bibliography:** Principles of bibliographic description. Bibliographer's toolkit. Advanced descriptive bibliography
- **History of the Book:** History 200-2000. History of the book in America. The book in the manuscript era. 15th-century books in print and manuscript. The printed book in the west to 1800 and since 1800. Printing, publishing and consuming texts in Britain 1770-1919. The American book in the industrial era 1820-1940. History of American music printing and publishing. History of European and American papermaking. History, collection, description and use of maps. The Stationers' Company and the London book trade to 1830. Teaching the history of the book
- **Illustration and printing processes:** History of illustration. Book illustration processes to 1900. Identification of photographic print processes. Japanese illustrated books 1615-1912
- **Libraries, Archives, and Electronic Resources:** Special collections librarianship. Rare book cataloguing. Visual materials cataloguing. Special collections administration. Donors and libraries. Archives for rare book librarians. Electronic texts and images. XML. Implementing Encoded Archival Description. EAD finding aids. Designing archival description systems.
- **Manuscripts:** Palaeography 800-1500. Western codicology. Latin palaeography 1100-1500. Illuminated manuscripts. Western manuscripts and documents 1500-2000.
- **Typography and book design:** History of typography. Type, lettering and calligraphy 1450-1830 and 1830-2000.
- **Others:** Medieval and Renaissance book binding structures. European book binding 1500-1800. European decorative book binding. Book collecting. Cataloguing private collections. Managing the past. Developing collections of African-American materials. 15th-century printing. Printed ephemera. Lithography. Japanese printmaking. How to research a rare book. Indian manuscript illustration 1450-1800. Islamic manuscripts. Printing design and publication.

<http://www.rarebookschool.org/courses/libraries/190/>

**Dalhousie University, Halifax, Nova Scotia:  
School of Information Management, History of the Book**

- Introduction
- Book History Models: communities of knowledge; origins of writing and books
- Book Culture in the Ancient World: literacy; the early manuscript period
- Books in the Medieval Period (two parts): illuminated manuscripts, Literacy in the Medieval period
- Gutenberg and the beginning of printing (two parts): books in the hand-press period, the mechanics of printing
- Orality Meets Print Culture: Print culture and aboriginal culture - the case of New Zealand
- Early Modern Print Culture: Creation and circulation of print in Britain and Europe in the early modern period
- The Printing Press as an Agent of Change: print culture in the 17th and 18th centuries
- New Printing Technologies: The beginning of the machine press period; circulation of information in Europe and North America; rise of the author
- Readers and Reception in the Victorian Period: popular culture and print culture including cheap printing and periodicals
- Library History and Print Culture in the Digital Age: print culture in the twentieth century and the launch of the digital age
- Methods of Research in Book History: national book history projects, e.g. the History of the Book in Canada

[http://sim.management.dal.ca/Files/Syllabi/INFO6150\\_W\\_2009\\_01\\_07.pdf](http://sim.management.dal.ca/Files/Syllabi/INFO6150_W_2009_01_07.pdf)

**Friedrich Alexander University Erlangen-Nuremberg: SCRIPTO  
(Scholarly Codicological Research, Information & Palaeographical Tools)  
Postgraduate Programme**

- History and principles of cataloguing
- Text typology (philosophical and theological texts; literary texts; liturgy, music; law, medicine; medieval Latin)
- Book illumination (technology, stylistic history, illustrational typology, iconography); palaeography
- Codicology; incunabula studies
- Informatics (use and construction of databanks for the interpretation, drawing up and administration of information about manuscripts; preparation of printed catalogues).

[http://www.mittelatein.phil.uni-erlangen.de/scripto/uk\\_index.html](http://www.mittelatein.phil.uni-erlangen.de/scripto/uk_index.html)

## **APPENDIX VII**

### **Competencies for Special Collections Professionals**

Prepared by the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL), a division of the American Library Association (ALA). July 2008.

The report distinguishes fundamental and specialised competencies. The latter are in turn clustered into eight particular areas of practice, recognising that many professionals have multiple responsibilities requiring proficiency in several of these eight areas:

- Collection development
- Information technology
- Management, supervision and administration
- Preservation and conservation
- Processing and cataloguing
- Promotion and outreach
- Public service
- Teaching and research

<http://www.ala.org/ala/mgrps/divs/acrl/standards/comp4speccollect.cfm>

## **APPENDIX VIII**

### **Definition of bibliography**

Chief purpose of bibliography: to serve the production and distribution of correct text

#### **Enumerative bibliography:**

List of books selected on the basis of

- Period of publication
- Language
- Printers
- Publishers
- Binders
- Authors
- Subjects

#### **Analytical bibliography:**

- Identify book
  - Ascertain whether the copy is perfect: description based on 'ideal' copy
- Defines the contents of libraries or collections

#### **Descriptive bibliography:**

- Present all the evidence about a book which can be determined by analytical bibliography

#### **Textual bibliography:**

- Bibliographical study of text in relation to the material processes of its transmission: editing

#### **Historical bibliography:**

Focuses on physical processes that contribute to the production of books:

- Copy-editing
- Composing
- Proof reading
- Printing
- Binding
- Illustrating

Involves study of the history of type founding, papermaking, publishing, book selling, personnel and organisation of the book trade.

Makes a definite contribution to book history through the history of libraries.

Source: T H Howard-Hill: 'Why bibliography matters', in S Eliot and J Rose (eds) 'A companion to the history of the book'. Oxford 2007, p 9-20.