

RBMS Newsletter

*Issued by the Rare Books and Manuscripts Section
of the Association of College and Research Libraries
a Division of the American Library Association*

APRIL 1987

Number 7

STANFORD PRECONFERENCE APPROACHES

"Reconsidering Libraries and Scholarship: Special Collections and New Directions in Humanities Research" is the theme of the 1987 RBMS Preconference, to be held at Stanford University on June 23-26. Topics that will be explored at the Preconference will include presentations by scholars on their use of special collections, the nature and evolution of the concept of special collections in libraries, a summary of current research in bibliography, and the role of the special collections librarian in current scholarly research. Presentations by speakers in plenary sessions will be complemented by a variety of seminars intended to encourage discussion by Preconference participants on practical aspects of the program theme.

Conference registration will be in Governor's Corner (Stanford University's newest student housing facility located at the southwest corner of the campus) on Tuesday, June 23 between 2:00 and 6:00 PM and on Wednesday, June 24, in the foyer of the School of Education adjacent to Cubberly Auditorium. Tuesday events will include guided tours of the Stanford campus, the first round of seminars, and a welcoming reception at Governor's Corner sponsored by the Northern California Chapter of the Antiquarian Booksellers Association of America. The Associates of the Stanford University Libraries will sponsor a reception on Wednesday, June 24. On June 25 Preconference participants will be taken by bus forty miles north to San Francisco; included in this excursion will be late afternoon refreshments at the Book Club of California and an evening reception at the California Historical Society. The Preconference will end at lunch on Friday, June 26, after which buses will be available to take participants to ALA conference hotels in San Francisco or to the San Francisco airport.

All RBMS members have been mailed the printed announcement to the Stan-

ford Preconference. Those who have not yet received this announcement may request a copy from ACRL/ALA, 50 E. Huron St, Chicago, IL 60611. Individuals who apply for the Preconference can expect to receive additional information regarding housing arrangements, at Stanford and elsewhere in the vicinity of the Stanford University campus, a description of transportation and parking arrangements, and a map of the campus area. Staff members in Stanford's Department of Special Collections and University Archives are available to answer local arrangements questions during regular business hours (415-723-4054).

SAN FRANCISCO PROGRAMS

A varied and interesting fare of programs will be offered at the ALA Annual Conference in San Francisco, including several that are sponsored or cosponsored by RBMS.

"The Book Arts in the Bay Area" is the title of this year's RBMS Program. It will present a composite picture of the lively and multifaceted life of the Bay Area's book arts community and is intended to be an introductory overview, aimed at the non-specialist librarian, of the wide range of book-related activities currently taking place in one of the most bibliographically exciting areas in the country. The program will be presented as a panel discussion with several short slide presentations. Panelists will include D. Steven Cory, Johanna Goldschmid, Sandra Kirshenbaum, Jennifer Larson, Barclay Ogden, and Kathy Walkup. The panel discussion will be preceded by a ceremony awarding this year's Exhibition Catalogue Awards. The program is scheduled for 2-5 PM on Sunday, June 28.

On Monday, June 29 (from 9:30 AM to 12:30 PM) RBMS will cosponsor (along with the Western European Specialists Section of ACRL and the History Section of RASD) a program entitled "New Directions in Old World Research: Western European Studies

RBMS AND RELATED COMMITTEE MEETINGS

Tentative Schedule for ALA Annual Meeting, San Francisco
June 27-30, 1987

June 27 (Saturday)	8-9 AM	GODORT/RBMS Discussion Group
	9-11	Legislative Information Manuscripts & Other Formats Disc. Group RBML Board Standards I
	11:30 - 12:30	Borrowing for Exhibition Curators/Conservators Disc. Group 1988 Preconference
	2-4 PM	Continuing Education Conservators Collations Exhibition Catalogue Awards Standards II SAA/ALA Joint Committee I
	8-10 PM	Information Exchange
June 28 (Sunday)	9-11 AM	Literary Rights Publications Security Standards III
	11:30-12:30	Executive I
	2-5 PM	RBMS Program
	4:30-5:30	SAA/ALA Joint Committee II
	8-10	MARC for Special Collections
June 29 (Monday)	9-11 AM	RBMS/WESS Program
	9:30-12:30	Executive II

 RBMS Newsletter is a publication of the Rare Books and Manuscripts Section of the Association of College and Research Libraries, a division of the American Library Association, 50 East Huron St., Chicago, IL 60611; (312) 944-6780. ISSN 0743-1481. Editor: Lauren Brown. Published twice yearly; subscriptions are \$4.00/year (\$6.00/year for overseas subscriptions). All correspondence about this issue should be addressed to: Lauren Brown, Historical Mss. & Archives Dept., McKeldin Library, University of Maryland, College Park, MD 20742. Requests for subscriptions should be addressed to George Eberhardt, ACRL, at the ALA address above. RBMS Section Chair (1986-87): Donald Farren, University of Maryland College Park.

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from Classical Antiquity to the Renaissance." Three teaching faculty members from Bay Area universities will speak on developments in classical, medieval, and Renaissance studies, speculating as to how these might or should affect the provision of materials and services in a university library. They will be followed by three academic librarian respondents, each knowledgeable in at least one of the fields under discussion, who will comment briefly from the perspectives of public services, collection management and development, and rare book and manuscript librarianship. Panel interaction and questions from the floor will follow the prepared presentations.

The SAA/ALA Joint Committee is preparing a program, to be held on Sunday, June 28, from 2-4 PM, on the topic of the M.L.S. and other credentials. The M.L.S. degree, as viewed from the perspective of manuscript curators, conservators, and archivists, will be the topic of this program.

"Preservation Education in Libraries: Ways and Means" is the title of the Preservation Section (PLMS) program at San Francisco scheduled for Saturday, June 27, from 8:30 AM to 12:30 PM. Education costs, tapping existing resources, making slide-tape shows and meeting local needs through slide shows, care and handling, and model orientation programs for children are among the topics to be discussed. Packets containing samples prepared by institutions for preservation education will be handed out to the first 300 who attend the program. (For additional information, contact RTSD/ALA, 50 E. Huron St., Chicago, IL 60611.)

RBMS SECTION DEVELOPMENTS

Events at ALA Midwinter this last January revealed the continued vitality of RBMS and increased efforts by the Executive Committee to coordinate and keep track of committee work, publications projects, and cooperative programs. Donald Farren, RBMS Chair, proposed that committee chairs update and report to the Secretary after each conference the status of documents being prepared. The RBMS Secretary will then distribute a status report with the minutes. This list, inclusive of everything for which RBMS is responsible, might also be considered for publication in the Newsletter. (A list of documents previously prepared

is being considered for inclusion in RBML.) The RBMS Executive Committee agreed that henceforth committee chairs will report at the Annual Conference and Midwinter the status of standards, guidelines, and other documents for which their committees are responsible.

ACRL has recommended that each section prepare an orientation manual and has provided funding for that purpose. The Executive Committee has approved the publication of such a manual (which is meant to contain practical information on getting accomplished the business of the Section and which might include names and addresses of committee members and chairs, the charge of committees, Section bylaws, a historical sketch, and description of Section activities, and other information). The Executive Committee has referred the proposed project to the Publications Committee. Plans are also underway for the re-writing of the RBMS Preconference Planning Manual.

The possibility of publishing an RBMS membership directory was also discussed at ALA Midwinter. Sources for funding are being sought. The Publications Committee will consider various strategies for carrying out this project.

ACRL is scheduled to review and evaluate Rare Books and Manuscripts Librarianship (RBML) at the Annual Conference in San Francisco this summer. Ann Gwyn, RBML editor, reported at ALA Midwinter on the progress of the journal and plans for the continued solicitation of articles for publication.

The American Antiquarian Society is planning a commemoration of the 350th anniversary of printing in British North America; RBMS has expressed its support of this and related commemorations and has appointed Peter Van Wingen to act as RBMS liaison.

At Midwinter RBMS also passed guidelines on the cosponsorship of programs. Indicative of increased cooperation with other bodies of ALA was the resolution passed by Executive Committee to recommend formation of an ad hoc RBMS/GODORT Joint Committee. The proposed committee, now being considered by ACRL, would assist in the identification and preservation of rare government publications and would sponsor programs and other projects.

Appointments: Susan Lemke has been appointed Acting Secretary of RBMS following the untimely death of Judith Singleton. Stephen Ferguson is RBMS Liaison to ACRL, while Sandra

Mason is ACRL Liaison to RBMS. Larry Earl Bone has been appointed to serve as ACRL Standards and Accreditation Committee liaison to RBMS. Joan Friedman is RBMS Liaison to the SAA; Charlotte Brown is RBMS Liaison to PLMS; Robert Martin is RBMS Liaison to and from MAGERT, and Nora Quinlan serves as RBMS Liaison to GODORT.

RBMS COMMITTEE AND DISCUSSION GROUP ACTIVITIES

RBMS committee and discussion group activity continued at a brisk pace during January at ALA Midwinter in Chicago. The Borrowing for Exhibitions Committee (Ellen Dunlap, Chair) has submitted a report accepted for inclusion in the Spring 1987 issue of Rare Books and Manuscripts Librarianship. Responses will be solicited from readers of the report and from workshop participants at the RBMS Stanford Preconference. It was suggested that the Committee continue to gather and analyze information received and then decide if they should issue guidelines. The Conservators' Collations Committee (Terry Belanger, Chair) reviewed the work that must be accomplished in order to complete its charge. It is expected that the committee will compile the results of a questionnaire previously distributed and discuss the results during the 1987 Annual Conference in San Francisco. Alice Schreyer, Acting Chair for the Continuing Education Committee, announced that workshops offered at the Stanford Preconference will be closely linked to the Preconference theme. The Curators and Conservators Discussion Group (Kathy Henderson, Chair) held its organizational meeting at ALA Midwinter. Discussion focused on how the group could disseminate information about the issues delineated by the former Curators/Conservators ad hoc committee as well as identify and address new issues. Topics to be addressed at San Francisco are expected to include a summary report on the 1986 Austin conference ("Paper: The Conservation of Meaning") and a draft statement prepared by the Curators/Conservators Committee dealing with expectations curators and conservators have for each other in the working environment. Copies of these reports and position statements may be obtained from Kathy Henderson, HRHRC, P.O. Drawer 7219, University of Texas, Austin, TX 78713. The Exhibition Catalogue Awards Committee (Sally Leach, Chair) has completed its work on its second round

of award winners (see page 6 in this issue of the newsletter). Increased publicity to encourage participation in the contest was discussed at ALA Midwinter. RBMS's Information Exchange Committee (Susan Lemke, Chair) held an informative session at ALA Midwinter which was attended by 32 people. Donald Farren, RBMS Chair, suggested that because of limited time available in the crowded agendas of Executive Committee meetings, Information Exchange meetings could serve as a forum for more extensive discussion of RBMS Committee activities as well as other issues. The Legislative Relations Committee (William Keller, Chair) invited Carol Henderson, Deputy Director of the ALA Washington Office, to describe the function of her office and the groups within ALA relevant to legislative issues. The Committee then reviewed and approved a questionnaire to document the effects of the 1984 Tax Reform Act that will be circulated to institutions. The Committee discussed its role as a recommending body to the Executive Committee in bringing to its attention current legislative issues on which RBMS may wish to take a position. (The RBMS Executive Committee passed a resolution recommended by Legislative Relations Committee in support of continued federal funding for Title II-C programs). The Literary Rights Committee (Thomas Verich, Chair) discussed again a draft for a pamphlet on literary rights; a sub-committee was appointed to complete the pamphlet for distribution this spring with final recommendations expected at the San Francisco Annual Meeting. A second charge of the Committee, the production of a compendium of literary rights holders, was also discussed. The Manuscripts and Other Formats Discussion Group (Robert Blesse, Chair) discussed a variety of topics at ALA Midwinter including the interactions between special collections and technical services when AMC format records for manuscript holdings are prepared. Discussion at San Francisco is expected to include the AMC format, security procedures, and other topics of interest to those participating. The Publications Committee (Jim Green, Chair) discussed the progress of RBML, a proposed RBMS membership directory, and the RBMS Newsletter. A resolution of thanks to Lauren Brown, who is retiring as editor of the Newsletter, was passed. The Committee submitted for approval Karen Nipps (Library Company of Philadelphia) as the new editor; the recommendation of the

Committee was endorsed by the RBMS Executive Committee. The Security Committee (David Zeidberg, Chair), having published draft guidelines in the November 1986 issue of C & RL News, held public hearings on the document at ALA Midwinter. After no objections were raised in the hearing, the guidelines were conveyed to the Standards Committee and the RBMS Executive Committee for approval; they were subsequently recommended by the Executive Committee to ACRL for approval. The revision of existing security standards, scheduled for periodic review, is slated to begin soon. William Moffet was appointed by RBMS to represent the Section at an upcoming 1987 security session at IFLA. The Standards Committee (John Thomas III, Chair) met three times at ALA Midwinter; it announced that a printing and publishing thesaurus has been published and that a binding terms document has been reviewed and will be published later this year. The Committee recommended that its previous document on relator terms, scheduled by ALA for review, should stand as is, with supplements to be published in C & RL News in summer 1987. It forwarded the Security Committee's guidelines, recommending approval to the RBMS Executive Committee. The Standards Committee is also developing a thesaurus on provenance, two other documents (on paper and papermaking and type and typesetting), and is expected to be involved in reviewing the previously-published RBMS guidelines on manuscripts and archives (1977), security (1983), and access to original source materials (1979).

Committees have been formed for the RBMS 1988 Preconference and 1988 ALA Annual Conference Program in New Orleans. Ann Gwyn, 1988 Preconference Program Chair, announced that the program theme will focus on the relationship between special collections libraries and the museum world. Robert Martin is Local Arrangements Chair for this event. Jim Green, 1988 RBMS Program Chair, is planning a session with the theme of government documents as rare books. Cosponsoring programs with GODORT and MAGERT and the appointment of liaisons from these groups were discussed at ALA Midwinter.

RBMS ELECTION

The following RBMS members are nominees for the 1987 elections: for Vice-Chair/Chair-Elect, Ellen Dunlap

(Rosenbach Library and Museum) and William Joyce (Princeton University); for Secretary: Lisa Browar (New York Public Library) and Philip Metzger (Lehigh University); and for Member-at-Large (1987-90 term), Dianne Chilmonczyk (Stanford University) and Cathy Henderson (University of Texas at Austin).

Ballots for ALA elections are being mailed to members during April.

INFORMATION EXCHANGE

Susan Lemke will again moderate the two-hour RBMS Information Exchange at ALA San Francisco this coming June. The meeting is tentatively scheduled for 8-10 PM, Saturday, June 27th. Let Susan know before the meeting the topics you would like to report on. This information can be provided just prior to the event in San Francisco or by contacting her at Special Collections, National Defense University, Ft. McNair, Washington, D.C. 20319-6000 (202/475-1187).

NEW RBML ISSUE

The new Spring 1987 issue of Rare Books and Manuscripts Librarianship is currently being released. Included in this issue are articles by Lucien Goldschmidt ("The Arts and the Antiquarian Book Trade: The Inherited Past and a Viable Future"), David Zeidberg ("We Have Met the Enemy ... Collection Security in Libraries") and Ellen Dunlap ("Borrowing of Special Collections Materials for Exhibitions"). Joan Friedman continues the column entitled "The Antiquarian Micro" and book reviews and book notices also appear in this publication. Work is in progress on the Fall 1987 issue.

RBML is a journal founded by and addressed specifically to our profession of special collections librarianship. It does not come to RBMS members, however, as part of ACRL/RBMS membership dues, as does this newsletter. Subscription to the journal is \$20/year (\$25/year for overseas subscriptions); members may send their subscription requests to RBML, American Library Association, 50 E. Huron St., Chicago, IL 60611.

It well behooves us to support this useful and informative journal by submitting and suggesting articles and through individual and institutional subscriptions.

EXHIBITION CATALOGUE AWARD WINNERS

The American Library Association has recently announced the winners of the 1987 Exhibition Catalogue Award competition--Division I: "Liberty of Conscience and the Growth of Religious Diversity in Early America, 1636-1786" (John Carter Brown Library, Brown University); Division II: "Marks in Books" (Houghton Library, Harvard University); and Division III: "Patriots and Orangists: Revolutionary Pamphlets and Caricatures in the Netherlands, 1780-1800" (University Libraries, University of Michigan).

Honorable mentions were awarded for the following catalogues--Division I: "Artists of the Book in Boston: 1890-1910" (Houghton Library, Harvard University) and "European Graphic Arts: The Art of the Book from Gutenberg to Picasso" (Princeton University Library); Division II: "Alamo Images: Changing Perspectives of a Texas Experience" (DeGolyer Library, Southern Methodist University) and "Broadside and Posters from the National Archives" (National Archives and Records Administration); Division III: "Charles Clinch Bubb and the Clerk's Press (University of Toledo/Kent State University) and Embellished with Numerous Engravings: The Works of American Illustrators and Wood Engravers" (University of Virginia Library).

Those interested in submitting exhibition catalogues to be reviewed for awards in the next cycle should contact Sally Leach, Chair, RBMS Committee for Exhibition Catalogue Awards, Harry Ransom Humanities Research Center, P.O. Drawer 7219, Austin, TX 78712 (512/471-9115), in order to obtain additional information and application forms. The Spring 1988 awards will be for exhibitions between September 1, 1986 and August 31, 1987; applications must be submitted by September 30, 1987.

NAIP DEVELOPMENTS

The North American Imprints Program has made considerable progress in recent months. Records that describe seventeenth- and eighteenth-century North American imprints in the American Antiquarian Society have been catalogued and are loaded into the RLIN database. Of the 97,000 reports received by the NAIP staff from other libraries, 52,000 reports, representing over 13,000 additional titles, have been fully processed.

NAIP plans to receive additional

reports from libraries as an ongoing process--but those repositories that report their holdings by the end of calendar year 1987 will receive priority for inclusion in the enriched ESTC catalog-- due to be released in 1990. North American imprints from 1640 through 1800 qualify.

For further information, contact Alan Degutis, American Antiquarian Society, 185 Salisbury St., Worcester, MA 01609 (617/755-5221).

A MANUSCRIPTS REPORT REVISITED

A recent article in this newsletter which reported on the Summer 1986 meeting of the RBMS Manuscripts Discussion Group meeting (see Fall, 1986 issue) contained a number of misleading statements. The editor begs your forgiveness and wants to set the record straight. Steven Hensen's cataloguing manual, Archives, Personal Papers, and Manuscripts, is intended to be a supplement to AACR 2 and not a thoroughgoing replacement for chapter 4 of those cataloging rules. It does not have any explicit relationship to the MARC AMC format. The thesaurus that Elizabeth Betz Parker has been working on--"Thesaurus for Graphic Materials; Topical Terms"--has been approved for use in the 650 field (the source code for this will be LCTGM). Another graphic arts document, the "Graphic Materials Manual," is the item that will function as an adjunct to AACR 2, chapter 8.

CALENDAR OF UPCOMING EVENTS

June 12-13: "Teaching the History of the Book: Methods and Concepts," Worcester, Massachusetts. Sponsored by the Center for the Book, Library of Congress and The Program in the History of the Book of the American Antiquarian Society. (Contact: AAS, 617/752-5813 before May 1).

June 23-26: RBMS Preconference, Stanford, California. (Contact: ACRL/ALA, 50 E. Huron St., Chicago, IL 60611).

June 27-July 2: ALA Annual Conference, San Francisco. (Contact: ALA, 50 E. Huron St., Chicago, IL 60611).

July 6-31: Columbia Rare Book School; 24 courses (Contact: Rare Book School, School of Library Service, Columbia University, New York, NY 10027 for course descriptions and application forms).

September 2-6: Society of American Archivists Annual Meeting,

New York City. (Contact: SAA, 600 S. Federal, Suite #504, Chicago, IL 60605).

September 26: American Printing History Association; program on the subject of government printing (Contact: APHA, P. O. Box 4922, Grand Central Station, New York, NY 10163).

Jan. 9-14, 1988: ALA Midwinter, San Antonio.

July 5-8, 1988: RBMS Preconference, New Orleans. The Preconference theme will be the relationship between special collections libraries and the museum world.

TRANSITIONS

Vicky Adamitis has been appointed Preservation Officer at Stanford University. Leonard N. Beck, Subject Collections Specialist in the Rare Book and Special Collections Division of the Library of Congress, has retired after 40 years of service. Daniel J. Boorstin, the Librarian of Congress, has announced that he will leave his position on June 15, 1987, in order to devote more time to writing and lecturing. Having held office since late 1975, Boorstin's tenure as Librarian has witnessed the establishment of the Center for the Book in the Library, the forming of the Council of Scholars and the opening of the James Madison Memorial Building. Lisa Browar is leaving Vassar College to accept an appointment as Assistant Director for Rare Books and Manuscripts, New York Public Library. Marie Byrne has retired as Assistant Head of the Manuscripts Division at the Bancroft Library, University of California, Berkeley, after more than 30 years of service. Margaret Byrnes, formerly the Preservation Officer at the University of Michigan Library, is now the Head of the Preservation Section at the National Library of Medicine in Bethesda, Maryland. Arevig Caprielian had been appointed Rare Book Cataloguer for the Seligman Collection at Columbia University Library. Wilhelmena B. Curry, Senior Manuscript Librarian in the Preparations Section of the Manuscript Division at the Library of Congress, has retired after over 30 years of service. Richard C. Fyffe, formerly at the American Antiquarian Society, is now Librarian and Curator of Books at the Essex Institute, Salem, Massachusetts. Tatiana Goerner has been appointed Rare Book Cataloguer for the Seligman Collection at Columbia University Library. Lucien Goldschmidt has closed his book store

in New York City after 56 years in the rare book trade. Marcella Grendler is now Associate University Librarian for Special Collections at the University of North Carolina at Chapel Hill. Ken Harris has been named Director of the Preservation Policy and Services Division at the National Archives. Kimball Higgs has been appointed Cataloger at the Grolier Club, New York City. Peter B. Hirtle has been appointed Curator of Modern Manuscripts in the History of Medicine Division of the National Library of Medicine, Bethesda, Maryland. Alfred Kleine-Kreutzmann has been appointed Head of the Department of Rare Books and Special Collections at the Public Library of Cincinnati and Hamilton County, Ohio. Ellen R. McCrady has resigned her position as Preservation Librarian at Brigham Young University in order to devote her time to consulting, teaching, and continued editorship of the Abbey Newsletter. Clifford S. Mead has been named Special Collections Librarian at Oregon State University, Corvallis. Janet Murray is the new Special Collections Librarian at the Albin O. Kuhn Library and Gallery of the University of Maryland-Baltimore County, Catonsville. Timothy Murray has joined the staff of the Special Collections Department, University of Delaware Library, as Manuscripts Librarian. Carol Jones Neuman has been appointed Curatorial Assistant in Literature at the Rosenbach Museum and Library, Philadelphia. Faye Phillips has been selected to head the newly-formed Louisiana and Lower Mississippi Valley Historical Collection in Special Collections at Louisiana State University Libraries, Baton Rouge. Her duties will include supervision of collections and staff previously designated as the Louisiana Collection, the Manuscripts Collection, the University Archives, and the Russell Long Collection. William Ratliff has been appointed Curator of the Latin and North American Collections at the Hoover Institution, Stanford University. Gerald Douglas Saxon has joined the University of Texas at Arlington Libraries as Assistant Director for Special Collections. Robert E. Schnare, Head of Special Collections at the U.S. Military Academy Library, has been named Director of the Naval War College Library in Newport, Rhode Island. Hilary Share is now Operations Specialist in the Department of Special Collections and University Archives at Stanford University, California. Dianne Stalker has been appointed Rare Book Cataloguer for the

Seligman Collection at Columbia University Library. Geoffrey Wexler, formerly at the State Historical Society of Wisconsin, has joined the staff of the Mandeville Department of Special Collections at the University of California, San Diego as Manuscripts Librarian/University Archivist. Max Yela is now Rare Books Librarian in Special Collections at the University of Delaware.

The Rare Books and Manuscripts Section, through a resolution passed by its Executive Committee at ALA Midwinter in January, 1987, has expressed its sense of profound loss with the death of Judith C. Singleton, RBMS Secretary. Excerpts from this resolution express the meaning of this loss to all of us: "Judy was a loyal, active member of this Section, and it was at the 1979 RBMS Preconference ... that discussions began which resulted in her joining the ESTC (Eighteenth Century Short Title Catalogue Project) ... in her work on the Standards Committee and to the post of RBMS Secretary, Judy brought her characteristic traits of humor and conscientious dedication that made her

an invaluable member and officer of this Section ... those of us who had occasion to rely on Judy's expertise know that she provided patient, generous and superb guidance ... the RBMS Executive Committee ... acknowledges with gratitude her contributions to this organization and the profession which it represents."

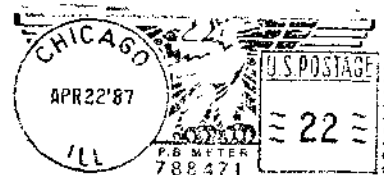
RBMS has recently suffered other losses to its community: Allen Asaf, Cataloguer in the Grolier Club Library, New York City, died suddenly in November at the age of 28. Asaf had been with the Club since 1982 and had been engaged in publishing a variety of important compilations and articles. Sol Malkin, for many years editor and publisher of AB Bookman's Weekly and mentor to two generations of bookmen in the antiquarian trade, recently succumbed to a lengthy illness. Gordon Norton Ray, literary scholar and author who presided over the Guggenheim Foundation from 1963 to 1985, died in December of last year. Lawrence S. Thompson, scholar, university librarian, long time book review editor of the Papers of the Bibliographical Society of America, and former Chair of the RBMS Section (1967-68), has also passed away.

Deadline for Fall, 1987 Issue: October 15

RBMS Newsletter

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FIRST CLASS



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