

## Rare Books and Manuscripts Section

### Newsletter

Winter 2002

#### *People*

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#### *Boston August 2001*

From the Secretary we have got the minutes of the General Conference:

Boston Conference 2001

#### **Section on Rare Books and Manuscripts, Standing Committee Minutes from IFLA 2001 General Conference in Boston**

##### Meeting I August 18, 2001

Susan Allen, Annie Angremy, Ute Bergner, Jan Bos, Luisa Buson, Mercedes Dexeus, Mark Dimunation, Joana Escobedo, Viveca Halldin Norberg, Graham Jefcoate, Barbara Jones, Marie Korey, Richard Landon, Monika Linder, Sayeda Maged Mohammed, Hasnaa Mahgoub, Alice Prochaska, Marcia Reed, Norbert Schnetzer, Andrej Sezkov, Henry Snyder, Wolfgang Undorf, Bettina Wagner, Annette Wehmeyer

A number of **new members** had joined the Standing Committee, so the meeting started with each one presenting themselves.

Wolfgang presented the **minutes from Jerusalem** which were approved as circulated.

Alice and Wolfgang were **re-elected** unanimously.

Alice presented the candidates for the chair of the Division. **Report from the Division Board's** meeting Friday August 17, especially on the question of the need for an editor of the IFLA Proceedings and for monitoring the quality of the papers given at IFLA conferences. Further topics: dead-lines for the Section's Strategic plan 2002-2003 and the Financial report. Who pays registration fees or other arrangements for external speakers had been discussed. From the Professional Board came a suggestion that the sections in the future could have a new role in funding minor projects within the framework of the activities of the IFLA Core Programs.

In general, most of those present talked in favour of a **Satellite Meeting** which should attract people who otherwise would not attend an IFLA conference. Further discussions adjourned until second Standing Committee Meeting.

Henry recapitulated the schedules for the **library visits** in Harvard on Monday and at the American Antiquarian Society on Thursday.

Thanks to everyone who contributed to the Section's collection of samples of **Policies for loans for exhibitions**. We are still lacking contributions from many libraries. Wolfgang gave a short overview over the incoming samples and interest in these from outside IFLA. The committee had some concerns about presenting this in part security sensitive material on IFLA's homepage. Some institutions are reluctant to publicly present their security and exhibition loans policies for security reasons. The meeting agreed upon a short analysis of its content, who does what? Mark suggested to establish a link from the Section's homepage to the RBMS/ALA's Standards and Guidelines homepage, where information on loans and loan for exhibitions can be found (<http://www.rbms.nd.edu/standards/index.shtml>).

Only a few examples of **policies and standards for digitisation** have been circulated. We need more examples, with concern for on-going negotiations. The committee again formulated the need for a synthesis of the individual projects' content. Who shall do this? Graham and Luisa shared some experiences from their libraries. Mark referred to the National Endowment for the Humanities who might have some more information.

We discussed the future of the **Newsletter**. Annette Wehmeyer will leave the Standing Committee next year, but the Committee agreed upon that the Berlin State Library should continue as publisher of both its digital and print versions. Alice ended this part of the meeting with a plea for contributions to the newsletter, especially from the new members and the countries represented by visitors during the meeting.

The first edition of the Section's **brochure** was presented and distributed. The text of the brochure shall be presented on the web as well. Luisa was willing to contribute with a translation to Italian. We should also spread the information on national mailing lists. Alice asked everyone to send in URLs to Wolfgang.

The treasurer's report was positive: we didn't spend all this year's money. After the printing of the brochure has been paid, we have access to approximately USD 300. The meeting discussed whether this money could be earmarked for paying for one speaker at the Glasgow conference next year.

Alice gave a short presentation of what the **Strategic plan** might include, which has to be written and sent to IFLA Headquarters in October.

In **Glasgow**, the Section's work will focus on digitization and collaboration between libraries, archives and museums. Wolfgang being the only speaker so far, Alice asked for suggestions for other speakers for both the Open session and a workshop. A large number of ideas was presented from most of the colleagues present. The open session should take up more general themes, while the workshop focuses on specific problems faced by individual institutions while not losing sight of the collaborative aspect.

Henry raises the question of visits in Glasgow and/or Edinburgh in connection with the theme of the sessions. Further discussion adjourned until the second meeting.

A lot more thought was needed on behalf of the program for the **Berlin** conference in 2003. Suggestions included: Books of the 15th century; Booty from the Thirty Years' War; virtual reconstruction of scattered libraries, and digital access. The question of a satellite conference was addressed, for resolution at the following meeting.

Among **other issues**, Graham raised the question of how to address issues emerging off security problems in European libraries. Susan presented the Library Security List serv, which is a non-public list for librarians and security staff designated by the director of each library. Finally, Bettina asked which were the relations of the Section to other bodies such as CERL on the topic of access to medieval manuscripts.

Thereafter, the meeting was closed.

#### Meeting II August 24, 2001

Susan Allen, Annie Angremy, Ute Bergner, Jan Bos, Mercèdes Dexeus, Mark Dimunation, Elisabeth Eide, Joana Escobedo, Viveca Halldin Norberg, Graham Jefcoate, Barbara Jones, Marie Korey, Richard Landon, Lin Zuzao, Monika Linder, Alice Prochaska, Marcia Reed, Joseph Ross, Norbert Schnetzer, Andrej Sezkov, Henry Snyder, Wolfgang Undorf, Bettina Wagner, Annette Wehmeyer

We summarized some of the **highlights and lowlights** of the conference. Among the first were the organisation of the conference, the visit to the American Antiquarian Society for the organisation of which the Committee expressed its thanks to Henry. Among the latter were observations on overcrowded sessions in too small rooms as well as sessions with only a few listeners in large rooms, simultaneous interpretation where it was not needed, Standing Committee meetings that occur at the same time though there is interest in visiting them both. Not even the native speakers among those present understood some of the fastest speeches. The need for best practice guidance notes to all speakers seems to be urgent.

The theme for the conference in **Glasgow** will be "Collaboration between Libraries, museums and archives." Suggestions for speakers are welcome. A number of new projects were listed by the members. Alice will work for a visit at an institution that can provide us with both examples and an occasion for an informal round-table for discussion. As some of the suggestions raise questions of presentation in a digital environment and cataloguing, the meeting agreed upon addressing the Section on Cataloguing as well as the Arts Libraries' Section for collaboration in the section's session and/or workshop. The meeting agreed upon an open session with mostly European speakers and a workshop at a museum (Glasgow University Library's rare books collection or maybe MacIntosh Collection), with one or two more speakers.

We had an offer for a **Satellite Conference** in Leipzig by Monika, the theme of which could be “Preservation, Protection and Presentation of Cultural Materials.” The open session at the main conference would be built around the theme “Central and East European Book Heritage.”

In order to continue and expand exchange of **information**, Alice asked for further contributions to the Newsletter (send to Annette [annette.wehmeyer@sbb.spk-berlin.de](mailto:annette.wehmeyer@sbb.spk-berlin.de)), samples of policies for loans for exhibitions and information on digitisation projects (send to Wolfgang [undorf@kb.se](mailto:wolfgang.undorf@kb.se)). The e-mail list in future even will include visitors to the section’s meetings as far as they leave their e-mail addresses. The updated members list will be distributed to all the participants at the Section’s meetings in Boston.

Thereafter, the meeting was closed.

## *Loan Policies*

Though some of the members of the Section have sent their exhibition loan documents to the Secretary, and all of them can be read on the Stockholm server, due to technical problems we can only publish one text this time. It is information coming from Munich and was sent to us thanks to Dr. Bettina Wagner, Bayerische Staatsbibliothek:

### B A Y E R I S C H E   S T A A T S B I B L I O T H E K

Conditions for Loans of Bavarian State Libraries for Exhibitions  
(applicable to items of especial value)  
December 2000

Manuscripts and Rare Printed Books are normally consulted for the purpose of scholarly research and professional work and further education, even if they are of museum quality. When on display in exhibitions, only an opening or the binding of a book can be shown, which is thus withdrawn from normal consultation. Therefore, loans for exhibitions can only be granted in particularly well-justified cases.

Manuscripts and Printed Books, especially items with colour illustrations, are amongst those cultural objects which are most sensitive to light and climate. They are normally locked away in darkened stacks and only presented for consultation for short periods of time. If they are put on display in exhibitions for several weeks or months, they are placed under acute danger and their life expectancy is shortened. The libraries therefore ask borrowers to understand that severe conditions for the preservation of loans must be imposed in order to minimize the risk of damage.

#### **1. Character of the exhibition**

Loans can only be granted for exhibitions with a cultural and academic purpose, but on principle not for exhibitions with a duration of more than three months, for displays of large quantities of material or for touring exhibitions.

#### **2. Selection of items displayed**

The number of items applied for must be restricted to the minimum necessary. The applicant is asked to examine carefully whether the purpose of the exhibition can be met by the

provision or loan of photographs, colour slides etc.

### **3. Legal responsibility**

The institution legally responsible for the exhibition must guarantee that the exhibition will be properly organized according to the present conditions and that all financial obligations resulting from the loan contract will be met. The names of officials in charge of the organization of the exhibition must be provided.

### **4. Application for loan**

The application for a loan must be submitted by the institution legally responsible for the exhibition to the lending library in writing. The applicant is asked to include a itemized list of the objects applied for with exact bibliographical references and to provide information about the duration and location of the exhibition as well as the scope and composition of the material to be displayed. In addition, the acceptance of the present conditions for loans to exhibitions must be declared. Any loan of objects of special values requires the written permission of the Bavarian State Library which must be applied for by the lending library.

### **5. Measures of security and preservation**

The premises used for the exhibition must be protected adequately against fire, water, theft and burglary. The applicant must supply adequate information on security measures. Library materials can only be displayed in locked showcases with laminated security glass which are sealed against dust.

The relative humidity of air in the exhibition areas should be ca. 50%. The temperature should not substantially exceed 20° C. If required by the preciousness of the items displayed, both values must be monitored by calibrated thermohygrographs. If necessary, it can be demanded that printouts of measurements taken by the thermohygrographs are regularly submitted to the lending library.

It is not possible to lend items for exhibitions which combine different kinds of objects unless an environmental climate suitable for library material can be created.

The maximum lighting level on illuminated manuscripts, graphic prints and other library material may not exceed 50 lux. Items lent by the library ought to be displayed under artificial light from light sources with the smallest possible proportion of ultra violet. Direct daylight must be kept out. The loans must be covered up outside the opening hours of the exhibition, unless the exhibition area is darkened as a whole.

### **6. Handling of loans**

Items on loan can only be used for the purpose applied for and must be treated with the utmost care. No use by third parties is permitted. No interference with the physical condition of an item or restoration work is permitted. Any special securing devices (e.g. frames, glass covers) may not be removed without authorization. The setting up and dismantling of the exhibition must be carried out by a book restorer or a librarian experienced in exhibition work. If no such person is available at the place where the exhibition is held, the requirement can be made that a member of staff of a Bavarian State library be present when setting up and dismantling the exhibition. The lending library must be notified instantly of any damage or change which affects the condition of an exhibit.

The lending library is entitled to check at any time, including the times when the exhibition is being set up and dismantled, that the condition of the loans conforms to the requirements and

that the regulations imposed are observed.

In justifiable cases, the loans can be withdrawn at any time.

### **7. Photographic documentation**

Any valuable object requested on loan must be documented in photographs. In cases where reproductions of an item are not yet present in the photographic archive of the library, they will be prepared by the photographic laboratory attached to the library. The resulting costs may be charged to the borrower.

The lending library's explicit permission must be sought for any copying or photographic work during the exhibition, including filming and featuring on television.

### **8. Description of loans and catalogue**

The lending library must be named as lender in the exhibition, the catalogue and any other publications. In the catalogue, the shelfmarks of the items exhibited must be given.

If a catalogue or poster is prepared for the exhibition, the borrower is obliged to send two free copies to the library immediately after publication.

### **9. Transport**

All costs arising for packaging, transport and custom clearance of the items on loan must be borne by the borrower. This also applies to travelling expenses for the member(s) of staff accompanying the transport and for the restorer or member of staff or other person supervising the setting up and dismantling. In case of especially sensitive or valuable items, the requirement can be made that the items are transported by a courier.

### **10. Insurance and liability**

The lending library will take out insurance for the items on loan with the agency Aon Artscope Kunstversicherungsmakler GmbH Mülheim an der Ruhr. Insurance is taken against all risks and from the moment they leave the library until their return. An itemized list of exhibits is provided. The insurance value of an item is determined by the lending library on the basis of the normal trade value. The premium will be invoiced by the insurance agency directly to the borrower and must be paid directly by the borrower to the agency. For government organizations of the Free State of Bavaria, § 33 of the Allgemeine Dienstordnung applies with regard to insurance.

The borrower declares his acceptance of the insurance values as determined by the lending library and commits himself to make compensation for damages up to those values, including compensation in excess of the obligations of the insurance agency. The borrower is also liable for any damages which come to light only after the item is returned. German law applies; the court of jurisdiction will be where the library is located.

### **11. Additional agreements**

The outstanding value of individual items, their state of conservation and existing copyright laws may necessitate additional requests.

### **12. Contract for loan**

When applications for loans are decided favourably, a contract for loan (two copies) will be sent to the borrower. The contract finalizes the agreement for a loan.

## *Positions*

From CERL the following notice was sent to the newsletter editors by Dr. Lotte Hellinga:

### **CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES**

CERL Company Secretary

The Consortium of European Research Libraries (CERL) was established in 1992 on the initiative of the main research libraries in European countries, its primary aim to improve access to the European printed heritage. In 1994 the Consortium was registered in England as a company limited by guarantee, in order to create the organisational structure in which a bibliographical database for European printing of the Hand Press period could be developed.

The Consortium has now some 70 members in the majority of European countries and in the USA, the database currently includes over a million records from a variety of sources, and there is an active file-loading programme. In this healthy state of affairs the Consortium seeks a successor to the present Company Secretary.

The Company Secretary is responsible for all legal aspects of the Consortium's activities; for all membership issues; for maintaining contact with members; and for liaising with the Board of Directors. He/she is expected to take an active part in the small core team consisting of the Chairman, the Executive Manager and the Company Secretary. The Company Secretary is responsible for the design and correct form of all material issued on behalf of the Consortium, and shares with the Chairman and the Executive Manager the activities relating to promoting the Consortium. The Secretary organises Annual General Meetings and meetings of the Board of Directors.

The Company Secretary works closely with the Executive Manager and with the Assistant Secretary. The Consortium's office, at present in Central London, has to be in England or Wales.

Based on past experience a part-time position is envisaged, averaging 13 hours per week, with remuneration on a rate of £25.- per hour.

The successful candidate will have organisational and administrative skills, and will preferably have experience with project organisation and / or the organisation of automated systems. The ability to work constructively in an international environment with respect for different cultural traditions is essential, and a working knowledge of at least one European language other than English is highly desirable. Good inter-personal skills, and the ability to work effectively as a team member, are important. A knowledge of and interest in European historical printed materials will be an advantage. More information about the work of the Consortium can be found on its Website: <http://www.cerl.org>.

A full job description of the post of Company Secretary can be obtained from CERL's assistant secretary: Kimberley Hart, Consortium of European Research Libraries, 40 Bowling Green Lane, London EC1R 0NE

Date of commencement of the appointee is subject to agreement, but expected to be not later than July 2002.

Applications are to be received by 15 March 2002 at the Consortium's office, as above.

## *Digitisation*

From Professor Henry Snyder we have got the following interesting news on a digitisation project of the British Library:

### **Digitizing the Burney Collection of English Newspapers Providing full and free access to a unique printed historical source Project Description**

#### **1. Introduction.**

The Center for Bibliographical Studies and Research (CBSR) at the University of California at Riverside, in partnership with The British Library (BL), proposes to create a digitized version of the Burney Collection of English Newspapers, utilizing the film of the collection produced by the British Library.

#### **1.1 Background. The Early English Newspaper.**

For the sheer volume of data they contain newspapers represent a unique source of information for the historical dimension of virtually every discipline. In the history of England they became an immensely important medium for distributing information and influencing public opinion virtually from the time of their introduction at the beginning of the seventeenth century. The bitter and extended civil war which dominated the 1640s gave an unprecedented stimulus to the production of newspapers. Indeed, it spawned their first appearance in England as a frequently published serial publication to disseminate news. The breakdown of censorship unleashed the full power of the press and both sides tried to use it to their advantage. The reimposition of censorship with the establishment of the Commonwealth in 1649 put an end to this phenomenon. Censorship was maintained by the Crown at the Restoration, except for a brief lapse during the Popish Plot and its aftermath, 1679-1682. But with the abandonment of censorship in 1695 the newspaper press expanded rapidly and quickly spread from London throughout the kingdom. Attempts to stifle it by the Stamp Tax imposed in 1712 caused only a brief surcease. During the course of the eighteenth century the format expanded, the amount of data contained increased. The subjects covered expanded, as did the number of specialized publications. Though provincial newspapers were introduced at the very beginning of the century and were soon found in every town of consequence, the centre of production and text was always London. Indeed, the provincial papers were largely composed of material reprinted from the London newspapers with only a quarter or so of their content devoted to local news.

If the eighteenth century soon exhibited most of the features we find in newspapers of our own day - domestic news, foreign news, shipping news, stock and security prices, advice to the lovelorn, editorials, reviews, advertisements, etc. - they also parallel other less positive attributes. They are not indexed. The sheer bulk of material makes it difficult to find information relevant to a specific topic of investigation. And they were discarded or destroyed soon after being read, with the consequence that some titles do not survive at all and those that do often only survive in scattered issues or broken runs. The many attempts to create printed bibliographies and finding lists are frustrating to use. The most comprehensive have no holdings data.<sup>1</sup> Catalogues of individual collections only partially supply the need

and they are out of date from the moment they are issued. Fortunately the editors of the *English Short Title Catalog* (ESTC) decided to add serials to the file at the beginning of the last decade, but the project is still in process. And even when a run or series can be pieced together, the problem of access remains.

## **1.2 The Burney Collection of Early English Newspapers.**

Fortunately, for London and the eighteenth century, there is one great comprehensive collection, that formed by the Reverend Dr Charles Burney (1757-1817), the son of the music historian - also Dr Charles Burney (1726-1814) - and the brother of the novelist and diarist, Fanny Burney (1752-1840), and purchased by the British Library in 1818. The library consisted of 13,500 printed and manuscript editions of classical Greek and Latin authors and 349 volumes of cuttings, playbills, and other material illustrating the history of the English theatre. But for the history of the newspaper the prize was 700 volumes of 17th-, 18th-, and 19th-century newspapers, dating from 1603 to 1817, totalling an estimated 650,000 newspaper pages. They include many unique runs, especially of London titles. Although it has examples dating from the 1620s of what are considered the first English newsbooks, the Burney Collection runs essentially from the Popish Plot period into the beginning of the nineteenth century. It is in eighteenth-century London newspapers, however, that the collection is particularly rich: all the major titles are included, such as the *Daily Courant* from 1702 to 1735, the first daily newspaper published in London, and the *London Gazette* from 1665. Periodicals are also included, such as Addison and Steele's famous *Tatler* (1709-1711) and *Spectator* (1711-1712). Also represented are English provincial titles from 1712, such as the *Stamford Mercury* of 1728, Irish newspapers (the earliest being the *Dublin Intelligence* of 1691), Scottish ones from 1708 onwards, and many eighteenth-century American ones too, including the *New England Courant* (1721-1723), on which Benjamin Franklin (1706-1790) worked, before he moved from Boston to Rhode Island after having published the paper's final issue on 25 June 1726. There are other collections which complement Burney: for the Civil War period it is complemented by the Thomason Tracts, also in the British Library, and again unique for the percentage of contemporary printing it preserves. The Hope-Nichols Collection at the Bodleian Library, while not nearly so rich as Burney, does contain titles and issues of London newspapers that overlap but also fill in some of the gaps in Burney. But these are mere complements.

## **1.3 The Microfilm of the Burney Collection.**

There are two sets of microfilm that reproduce part or all of the Burney Collection: the British Library Microfilm copy and the commercial microfilm set *Early English Newspapers* produced by Primary Source Media (PSM), now a division of Gale Group.

The British Library set, which we propose to digitize, was filmed by the British Library several decades ago producing 650,000 frames in 1,500 hundred foot reels of 35 mm microfilm. So far as the British Library is aware the collection was filmed complete. Because of the fragility and rarity of the original newspapers no access is permitted to the originals. This film is the only means of viewing the Collection. As one measure of its importance, the Burney Collection of Newspapers is one of the British Library's most important and heavily-used microfilm collections. The set is available **only** at the British Library and must be consulted in person. It is not available on library loan, nor is there a copy in any other institution. Consequently access is extremely limited.

The PSM microfilm set utilizes some but not all of the BL microfilm. By arrangement with the British Library, PSM produced a set of microfilm entitled *Early English Newspapers*. The

working method was to try to put together six month runs of each title. So where Burney has more-or-less complete six months it was reproduced in the PSM set. But where the Burney run was incomplete, PSM apparently planned to make up the deficiency from elsewhere. As a result those runs are not in the PSM set, even though in many cases the Burney incomplete run is all that exists anywhere. Some additions or replacements were made from the Hope-Nichols in Bodley, but the full extent of this practice is not known. Moreover, the extent of coverage in the PSM set of Burney is not precisely known.

#### **1.4 Access to The Burney Collection.**

Access to Burney is cumbersome and limited. A marked-up copy of a photostat of the original manuscript Burney Collection Catalogue of Newspapers is also held, in four volumes, on the open shelves of the New Reading Room of the BL Newspaper Library. Newspaper titles are arranged chronologically in this catalogue - with volumes spanning 1603-1699, 1700-1753, 1754-1780, and 1781-1817 - and it is available to assist readers further in identifying papers they may wish to consult, but only those visiting the BL reading room. There is also a card catalogue, which is reputed to be fuller than the manuscript catalogue, but it is not available to readers. In sum, there is no reliable complete index to the contents of Burney Collection. Entries taken from these manual catalogues are found in the British Library General Catalog, but, again, coverage is not complete. The single copy of the manuscript index has been withdrawn from circulation. The film is of varying quality and the original negatives are deteriorating. The British Library is not prepared to refile it because of the costs and possible damage to the originals.

Access to *Early English Newspapers* is somewhat better. There is a printed guide which includes the material included from the Burney Collection as well as those added by PSM from the John Nicholls Collection of newspapers in the Bodleian Library, Oxford.<sup>2</sup> There are also citations to the set in the records for all the titles in the ESTC. But, again, that is not all of Burney. What then can be done to improve the surrogate microfilm set and enhance its usefulness and accessibility, before the master negative deteriorates any further?

#### **2 Digitizing the Burney Collection**

Because of its unique value as a research collection and also its condition, the British Library has explored over a number years means of providing a surrogate to provide broader access and yet preserve the original. The microfilm set discussed above was the first effort. An early attempt made to digitize it some years ago was unsuccessful. Nevertheless, the digitization of the Burney Collection remains a priority for the BL. Early English newspapers remain among the most frequently requested material in the reading room and the British Library is continuing to supply readers with poor-quality microfilm surrogates. Digitization should produce clear images of the text and illustrations, aid image reproduction, and remove current access problems. If the collection could be accessed remotely, pressure on microfilm readers and seats in the reading rooms would be reduced. Use continues to be high despite the difficulties the material presents in access and use, but that is because there is no alternative. Technological improvements, and the experience of more recent projects such as *Internet Library of Early Journals* and the Australian Co-operative Digitization Project as well as that being gained by PSM's work on early files of *The Times*, suggest that images superior to those captured by the DAMP project can be captured at a rate that would allow a viable product. Images might now be grayscale rather than bi-tonal and suitable for digital clipping as well as OCR experimentation.

Initial discussions with potential partners have suggested the technical or even commercial

viability of this project. Tests have been carried out on sample runs of newspapers from various points in the eighteenth century. This time the film was digitized on a Meikel M500 grayscale production scanner. This model is said to offer sophisticated image enhancement making it possible to restore poor quality images without affecting throughput. As one report stated, “the microfilm is scanned continuously using a high-resolution linear array CCD camera at a maximum unattended rate of one image per second”. The report went on to suggest that “the digitization of this standard of film is viable in a production environment but unattended operation of the scanning equipment is inadvisable.

## **2.2 Anglo-American Cooperation in Accessing the Burney Collection**

Given the great interest in and use of the Burney Collection through its surrogates by North American scholars, Graham Jefcoate, Head of the BL’s Early Printed Collections, approached me for assistance. As editor of the English Short Title in North America for more than two decades, the partner of the BL in producing the ESTC, a partnership now lasting more than two decades. Through our efforts to add serials to the ESTC my colleagues and I are well-placed to know both the contents of the Burney Collection, to provide bibliographical access to it, and to suggest how it may be augmented to recover as fully as possible the full heritage of English newspapers in the eighteenth-century. I agreed to assist the BL in finding a viable process and in identifying potential sponsors. At the suggestion of another colleague he contacted Dr. Michael Lesk, head of the Computer, Information Science and Engineering Division of the National Science Foundation. Dr. Lesk had had conversations with the British Library over a number of years about several possible projects including Burney. With his encouragement I submitted a proposal to the NSF to digitize Burney in January 2001. An award of \$400,000 for the project was made in the summer.

In the meantime I had been introduced to Olive software by Meg Bellinger, President of Preservation Resources. I was amazed by the accuracy and retrieval of sample issues from Burney. As a result it The BL and I agreed to obtain bids on distillation (OCRing) as well as digitizing. In February of this year we submitted a supplemental request to NSF to add distillation to the project. There are still a number of aspects of the project to be worked out. But we do have the prospect of digitizing, indexing and creating a searchable text of the Burney for web access at no charge. This will be a research tool of extraordinary power and utility and a model for future digitization projects of printed matter from the hand press era.

1. Tercentenary handlist of English & Welsh newspapers, magazines and reviews: Section 1: London & suburban; [section] 2: Provincial / [compiled by J. G. Muddiman.] – London : Dawsons of Pall Mall, 1966; and *The New Cambridge bibliography of English literature*, edited by George Watson. -- Cambridge University Press, 1969-77, IV, 1353-90.

2. This section consists almost entirely of text drawn from an unpublished paper by Graham Jefcoate, Head, Early Printed Collections, The British Library, delivered at the annual meeting of the International Federation of Library Associations at Jerusalem in August, 2000.

## *Projects*

From Dr. Robert Giel, Staatsbibliothek zu Berlin, Department of Manuscripts, we got the following note on a new project on medieval manuscripts. The URL for it is:  
<http://www.manuscripta-mediaevalia.de>

## „Manuscripta mediaevalia“

Medieval manuscripts from German Libraries on the Internet

„Manuscripta mediaevalia“ offers information on about 30.000 medieval manuscripts mostly from German libraries, via the Internet. This information is primarily taken from more than 170 printed manuscript-catalogues and is made accessible through a database providing detailed search facilities. Retrieval is supported by controlled vocabulary and sets of various authority files. For the users' convenience images of the printed catalogues are linked to most database entries. Through the constant addition of new entries, as well as the conversion of older inventories, „Manuscripta mediaevalia“ is an increasingly important source of information about medieval manuscripts in Germany. Improvement of both the Internet retrieval tool and the presentation of the site is in process and more detailed news about "Manuscripta mediaevalia" will be available in the summer edition of this Newsletter.

From Richard V. Szary, Carrie S. Beinecke Director of Manuscripts and Archives and University Archivist Yale University Library we heard about the Archive 300 Project:

### **Archives 300 at Yale: Building a sustainable program**

Last year, Yale University celebrated the 300<sup>th</sup> anniversary of its founding in 1701. In addition to the pageantry of convocations, symposia, exhibits, and similar events, the university took the opportunity to strengthen the stewardship of its traditions and documentary heritage, most notably by sponsoring the Archives 300 project. This five-year project, managed by the University Archives (part of the Manuscripts and Archives department in Yale's Sterling Memorial Library), had three primary goals:

- § establish ongoing mechanisms for the selection and preservation of primary source materials, regardless of form or format, documenting the history and activities of Yale University;
- § provide comprehensive and effective description and access to the Yale documentary record and Yale historical information;
- § implement and participate in programs to promote the study and appreciation of the history, accomplishments, and contributions of the University and the Yale community.

Prior to the establishment of the project in 1997, the University Archives had a total of 1.5 staff to manage all of the selection and appraisal, arrangement and description, and preservation needs for records generated by the university, Yale College (its undergraduate institution), its 11 graduate and professional schools, three major museums, a world-renowned research library system, numerous special institutes and centres, and a multitude of administrative offices.

The project supported nine staff members to carry out its work. Over the course of four years, they worked to establish sustainable programs that would continue to support the needs of the university and to provide assistance to many of the other tercentennial-related projects and activities that the university undertook. Highlights of those accomplishments include:

- § establishment of a comprehensive records management program for the university that will allow Yale offices to understand and manage the university's record-keeping requirements - for historical, legal, and administrative purposes - and facilitate the regular retirement or destruction of records;
- § work with over 60 Yale offices to provide them with records assistance;
- § creation or revision of over 800 catalogue records describing archival record units - the bodies of materials into which the university's archival holdings are organized - for entry into Orbis, the library's online catalogue, and the Research Libraries Information Network, and consolidation of all existing finding aids;
- § revision of the Yale Record Group system, a classification scheme for presenting a comprehensive and organized overview of the holdings of the Archives to make it more useful and readily understandable to users;
- § mounting a five-part exhibit series that focussed on the great Yale building period between the two world wars when many of the current Yale buildings were erected (the entire series - Building a University, 1919-1940 -- continues to be available online at [www.library.yale.edu/archives300/exhibits/building/building.html](http://www.library.yale.edu/archives300/exhibits/building/building.html));
- § conversion and expansion of the *Historical Register of Yale University*, a compilation of information on the education and Yale positions of all individuals who held Yale appointments from 1701 through the mid-1980s;
- § major support for most of the University events and publications developed as part of the tercentennial celebration; and
- § a thorough assessment of its media and publications holdings, resulting in significant reductions in processing and preservation backlogs of these materials.

The university recognized that the effort devoted to these activities could not return to its previous inadequate level following the project, and in 2001 - a year earlier than the planned end of the project - approved a permanent budget for the University Archives that expanded the permanent staff by seven. That staff is continuing the work accomplished by the project and finding that the infrastructure the project built to be sustainable and adequate to the ongoing activities of the Archives. The last year of project funding has been reserved for an electronic records initiative, which the University Archives is currently creating.

Anniversaries and commemorations are often an archivist's close friend, with all of the rewards and challenges that close companionship bring. The University Archives at Yale has been extraordinarily fortunate to be situated at an institution that understands the importance of preserving and providing access to historical documentation and is willing to provide the necessary material support for that work. Long after the fireworks and processions have ended, the University Archives program will continue to be a lasting memorial to Yale's tercentennial commemoration.

For further information about the University Archives program at Yale, please consult: [www.library.yale.edu/archives300](http://www.library.yale.edu/archives300).

## *Forthcoming Events*

**IFLA:** As you might have seen on IFLAnet, the final decision on the place of the General Conference in 2007 will be taken in Glasgow. The program for Glasgow is not published up to now, but remember to register till May 15<sup>th</sup> ! There are no exact dates yet for 2004 in Buenos Aires, 2005 in Oslo, and 2006 in Seoul. The 69<sup>th</sup> Conference in Berlin will start August 1<sup>st</sup>, 2003 and last till August 9<sup>th</sup>, 2003. All the lectures from Boston on “The History of Printing in the Americas” are online on IFLAnet now.

**SHARP:** This year’s Conference will be in London from July 10<sup>th</sup>, till July 13<sup>th</sup>, 2002. The conference will be organised by The Institute of English Studies, the British Library, and the Wellcome Institute. For the program which was not published when we went in print please go to either the homepages of one of the institutions or to SHARP directly ([www.sharp.org](http://www.sharp.org)) SHARP will also sponsor a panel at the 33<sup>rd</sup> annual conference of the *American Society for Eighteenth-Century Studies* between April 4<sup>th</sup> and 7<sup>th</sup>, 2002. Details on the conference program at <http://asecs.press.jhu.edu/index.html>

**ACRL:** The *Association of College and Research Libraries* announces the 43rd Rare Books and Manuscripts Section pre-conference, to be held Tuesday, June 11, to Friday, June 14, 2002, in Atlanta, Georgia, entitled "New Occasions, New Duties: Changing Roles and Expectations in Special Collections". It will explore the changing role of special collections librarians. Speakers will be Carla J. Stoffle, Dean of Libraries and Center for Creative Photography, University of Arizona, Robert L. Byrd, Director, Duke University Rare Book, Manuscript, and Special Collections Library, Michael Lomax, President of Dillard University, and James Vinson Carmichael, Jr., Department of Library and Information Studies University of North Carolina at Greensboro. You can find registration materials on RBMS website ([www.rbms.nd.edu/](http://www.rbms.nd.edu/)) in March. The 11<sup>th</sup> National Conference will take place 10.4.2003 - 13.4.2003. Details are on [www.ala.org/acrl/charlotte/program/cfp.html](http://www.ala.org/acrl/charlotte/program/cfp.html)

**Edinburgh University, Centre for the History of the Book:** A conference on “The New Information Order and the Future of the Archive” will be held March 20<sup>th</sup> - 23<sup>rd</sup> 2002. Librarians, archivists, publishers, booksellers and academics will try to find out what sort of changes the rapidly forming new information order brings to archives. Details from Bill Bell at Edinburgh University Centre.

**University of York, Centre for Medieval Studies:** The Centre’s Urban Manuscripts Project will held the 9<sup>th</sup> York Manuscripts Conference on 19-21 July 2002 in York. For details on the database see *Online* in this Newsletter.

**Bodleian Library:** There are two interesting exhibitions this year showing the history of the library. The first under the heading *The Bodleian Library, 1602-2002* started in February and will go through 1<sup>st</sup> June, 2002. “Thomas Bodley and His Library” is the title. Part two “The Growth of the Collections” will start July 1<sup>st</sup>, and last to December 21<sup>st</sup>, 2002.

**Getty Research Institute, Los Angeles:** There is a series of exhibitions “Italy on the Grand Tour”. It started with “Naples and Vesuvius” (till March 24<sup>th</sup>), followed by “Rome” (till August 11<sup>th</sup>) and “Drawing Italy” (till May 12<sup>th</sup>). Besides several other events there is a conference (April 19<sup>th</sup>, 20<sup>th</sup>) on “Italy’s 18<sup>th</sup> Century: Gender and Politics in the Age of the Grand Tour”. There are many more exhibitions this year, to name only a few “Artful

Reading in Medieval and Renaissance Europe” (to March, 10<sup>th</sup>), “15<sup>th</sup> Century Manuscript Illumination”, exhibitions on the photographers Gustave Le Gray or Dorothea Lange, on Dutch paintings or on Jean-Baptiste Greuze. Details on [www.getty.edu/news](http://www.getty.edu/news)

**Leipzig University Library:** For the first time (and due to the fragile condition of the item there will be no such chance again for a long period), Leipzig shows the famous “Papyrus Ebers” in an exhibition that started February 14<sup>th</sup>. In March (15<sup>th</sup>/16<sup>th</sup>) there will be a symposium on “Papyrus Ebers and Medicine in the Antiquity”.

### *From the Magazines*

**RLG News 53** (Fall 2001): There are some interesting short versions of papers delivered at last year’s Membership Meeting, e.g. on “Holocaust Era Assets - The Politics of Archival Openness” (pp. 6-10).

**Rare Books Newsletter 65** (issued August 2001): Apart from events, news, people (sadly, three obituaries: Philip Gaskell, David Foxon, and Ann Bowden died in 2001), and the annual report of the Rare Books Group for 2000, you can find a long article on the *Research Support Libraries Programme* and RSLP-funded projects.

### *Online*

**Arbeitsgemeinschaft Alte Drucke beim GBV:** There is a new homepage of AAD. The URL is: <http://aad.gbv.de/index.htm>

**Scottish book trade index:** In case you have not seen this very helpful database yet, here is how you can get there: [www.nls.uk/catalogues/resources/sbti/intro.html](http://www.nls.uk/catalogues/resources/sbti/intro.html)

**Spectator Project:** Rutgers University started a project of that name. It is a hypermedia research archive of eighteenth-century periodicals, namely the *Tatler* and the *Spectator*. If you want to search the first numbers of those periodicals go to <http://harvest.rutgers.edu/projects/spectator/project.html>

**Urban Manuscripts Project:** The above mentioned project of York University works on a database on “Privately-owned English Urban manuscripts, 1300-1476” which you can find on

[www.york.ac.uk/inst/cms/resources/manuscripts/About](http://www.york.ac.uk/inst/cms/resources/manuscripts/About)

**ICOM:** A new website on the Spoliation of Jewish Property is provided by ICOM. On <http://www.icom.org/spoliation.html> you can find almost everything on this problem.

Information about the **Digital Preservation Coalition** is available on its website: <http://www.jisc.ac.uk/dner/preservation/prescoalition.html>

Mind that **SHARP** and **History of the Book Project** have both recently changed their addresses: SHARP is now <http://sharpweb.org> and HoBo is <http://www.english.ox.ac.uk/hobo>

**Resource:** The *Council for Museums, Archives and Libraries*, London, has published online a detailed text on “Preserving the Past for the Future : Towards a National Framework for Collections Management“. For details look at the following URL:  
<http://www.resource.gov.uk/action/stewardship/preserv01.asp>

### *From the Editor:*

Though two month of 2002 are all almost over, it is still early enough in the year to send you all the best wishes: Let us hope, this will be a good year with lots of achievements in our Libraries and many good news from the Special Collections!

As you can read in the minutes - and as you have read in every Newsletter since Spring 1998 - we always have big problems to get articles and news. Therefore, often, the selection of texts is rather “individual” : i.e. we publish what we have got and try to find some news you might not yet have heard of , but those more often will show only our own preferences. It is up to you to change this! What, by the way, do you think of sending the URL of your collections to the editors? Some Rare Books and Manuscript Departments have very interesting homepages with newsletters of their own. We could try to get a list of those for the Summer issue. It might also be interesting to read about recent publications of the members of the Section. And, please, send articles in English on your Loan Policies. It will be better to have even a short statement in English about these problems in the Newsletter than to print only the loan application forms in the original language. We are sure, you have many more ideas for the next Newsletter but please, do send them before the *end of May*, preferably in WP or rtf-format to our e-mail addresses.

Yours sincerely,

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Printed by Staatsbibliothek zu Berlin - Preussischer Kulturbesitz, Berlin, February 2002