

**RBML Annual Report**  
**Due: August 31, 2020**  
**Submit to: Lucretia Williams ([lawillia@illinois.edu](mailto:lawillia@illinois.edu))**

## I Unit Narrative

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The Unit Narrative should be **no more than 8 pages** in length and should:

1. **Major activities and accomplishments of the unit in FY20** (July 1, 2019 to June 30, 2020);

**Many of our goals set for FY20 were interrupted with the COVID-19 outbreak, causing the University Library to shut down as part of the State of Illinois stay-at-home order as of March 16, 2020, and a pivot to remote services only beginning in June, expected to continue through the Fall 2020 semester.**

- Outside-of-RBML outreach activities included participation in: UGL Gaming Day; SOLHOT; Meet Your Librarians; Subject and Functional Specialist Meet and Greet for Library Graduate Assistants; UGL Friends of the Library Event; Agora Days; IlliniFest (1,2,3)
- Made substantive progress (there are **now over 20,000 items newly barcoded**) in the RBML barcoding project, thereby gaining better bibliographical and physical control of our collections. We have also piloted a barcoding workflow for manuscript collections in addition to books. (2)
- RBML catalogers created **1,059 new records** in the catalog, nearly 33% of which were original records contributed to OCLC. . RBML catalogers also enhanced **or updated a further 2,797** titles during this reporting period, activity ranging from fully updating existing records to adding local notes or headings. Most notably, when remote work began in mid-March, RBML catalogers worked on a library-wide project to address duplicated records in the catalog in preparation for the migration to Alma. Over 4,500 OCLC numbers were reconciled, sometimes requiring overlaying multiple bibliographic records per OCLC number, totaling **over 10,000 record actions** between mid-March and May 14. (2)
- We have continued building collaborative relationships across both the Special Collections Division and the Library, embarking on more collaborative collection development activities, particularly with subject specialists from the International and Area Studies Library and Ricker Library of Art & Architecture. (3)
- We began to implement the new processing plan for our manuscripts collections. Over 100 boxes from the Perry Miller Adato collection were inventoried & barcoded. Over 300 Haki Madhubuti collections boxes were inventoried; 75 of those were

treated for insects, cleaned, and barcoded, and moved into our vault as a result. Once we moved to remote work, finding aids for 42 collections were enhanced with biographical notes for the first time, and the project to integrate all of the separate Merwin finding aids got underway. (2)

- The correspondence, teaching materials, poetry/prose drafts, and notebooks sections of the Gwendolyn Brooks papers are now fully processed and available to the public, and a Save Americas Treasures grant application was submitted in collaboration with Preservation to conserve parts of the collection (FUNDED: \$115,000).(1,2,3)
- We developed an initial organizational framework with Digital Initiatives to reorganize the RBML digital library as a step towards the build out of a new version, designed to be compatible with our current and future archival finding aid software. (1,2)
- In collaboration with the Digital Humanities Librarian Spencer Keralis, Ana Rodriguez established and documented policies, practices, and procedures for creating online exhibits in Omeka-S. Our first digital exhibit, a pop-up, went live on the new platform, designed by graduate assistant Taylor Henning. (4)
- We contributed ongoing input to Library Building Project discussions, with particular emphasis on future thinking for the SCRC. (1,2,4)
- We hired and onboarded Carrie Lingscheit, our new Office Support Specialist, in October 2019.
- Two major exhibits were produced: “The Good, The Bad, & The Ugly: Conservation Treatments & Decision Making Through the Ages” (Curated by Quinn Morgan Ferris, Marco Valladares Perez, & Jennifer Hain Teper) September 27 – December 20) and “Divine Madness” (Curated by Dr. Cait Coker, Siobhan McKissic, Ruthann E. Miller, & Ana D. Rodriguez ) January 24, 2020 – May 28, 2020. (1,2,3)
- 2 RBML and 2 University Archives staff collected and compiled data on instruction with Primary Resources as part of a 35 institution study for Ithaka S+R. The local report for UIUC can be found at <https://www.ideals.illinois.edu/handle/2142/107790>. The capstone report for the study as a whole is forthcoming in Fall 2020.
- Over FY20 we had 2214 individual visitors to the RBML outside of instruction and reading room use: 1461 came to view our exhibitions; 660 attended 9 hosted public events.
- In FY20 1006 Reading Room Users accessed 625 items in the reading room. There were 604 first time visits and 402 return visits.
- In sum, **4152** people came through our doors over the course of FY19; just over half (51%) came for public programming and outreach activities, with the remainder here to use the collections for instruction and individual research.
- 352 reference queries answered, which led to 65 digitization requests (Statistics from Ask-a-Curator OTRS system, not DeskTracker)
- During FY20 we completed **50** patron-initiated digitization requests in-house; **187** items (books) were digitized by Digitization Services to add to the Hathi Trust; and **29** letters were digitized and added to the Proust project.

**2. Major challenges faced by the unit during that period;**

The challenges faced by RBML in FY20 predominantly involved standardizing and documenting unit workflows and processes and addressing discovered collection management needs, particularly in light of new staffing and new or renewed collaborations with and across Library units. These plans then shifted rapidly to re-thinking the bulk of that work due to COVID-19 and the need to pivot to remote digital services.

**This pivot to remote work and digital first services underscored the significant needs our unit has for ongoing collection management work.** The shutdown allowed us to pivot towards some collection management projects that we don't have the staff to complete routinely: redeveloping our Digital Library through browsing subject groupings, reformatting and enhancing legacy finding aids for some of our most well-known collections, and, once we were able to be onsite again, pushing forward with the barcoding project. All of these activities happened while we were transitioning to Alma; much of our remote work during the shutdown was cleaning up about 10,000 catalog records for that transition. When we're open to the public, these vital collection management activities get de-prioritized due to the need to *also* keep cataloging and processing new materials and our historic backlog; **our staffing does not allow for both descriptive work and collection management work to happen routinely.**

**3. Significant changes to unit operations, personnel, service profile, or service programs;**

Eva Miller (Office Support Specialist) resigned from RBML in early fall 2019 for a different position on campus. We hired and onboarded Carrie Lingscheit, our new Office Support Specialist, in October 2019. RBML continues to grow our portfolio of cross-library collaboration, through joint cataloging projects with CAM, and the Digital Humanities Librarian and the Digital Preservation team to revamp our Digital Library platform and practices, and to standardize our approach to online exhibitions. We are also working to further diversify and decolonize our collecting through an ongoing partnership with the International & Area Studies Library. We collaborated with Ricker Art & Architecture Library to develop a new service plan for materials moved from Ricker to RBML.

**4. Articulate (with appropriate examples) the ways in which the unit and/or its members contributed to Library-wide programs**

The RBML primarily contributed towards Library-wide programs through our extensive instruction calendar and public engagement activities. Our contributions towards digital

content creation, collection management, scholarly communications and publishing, and staff training and development include the following:

- RBML collaborated with Preservation on the fall exhibition and on a Save America's Treasures grant application submission (FUNDED, \$115,000, for the Brooks collection).
- We planned to co-sponsor the Poetry in Print open house with the Literatures & Languages Library (canceled due to COVID-19)
- RBML worked with the Digital Library to develop the re-design of our Digital Library space.
- RBML created our first online exhibit using Omeka-S, used library-wide for exhibits; we will also be working on retroactively converting older exhibitions to this platform moving forward.
- We collaborated with Ricker Art & Architecture Library to draft a new shared service plan for materials moved from Ricker to RBML (Drafted, awaiting feedback from FAA faculty).

#### Fall 2019 Events:

- 9/27/19: Exhibit Opening for "The Good, the Bad, and the Ugly: Conservation Treatments and Decision Making Through the Ages"
- 10/24/19: Lecture by Eleonora Stoppino, Professor of Italian & Medieval Studies—Of Jealousy, Women Warriors, & Spin-offs: Secondo Tarentino's "Bradamante Gelosa"
- 11/1/19: Dads Weekend Open House—Featuring new acquisitions and a selection of rare book favorites
- 11/15/19: Lecture by Rex Parker, Graphic Designer—Frederic Goudy & H.G. Wells: The Time Traveler's Typeface
- 12/12/19: Quill & Ink Workshop and Holiday Party with Douglas Sanders, Paper Conservator

#### 2020 Spring Events:

- 1/24/20: Behind the Scenes: A Conversation with the Curators of Divine Madness and Exhibit Opening Reception
- 2/14/20: Lovely Introductions: Speed Dating with Books at the Rare Book & Manuscript Library

#### Cancelled due to COVID-19:

- 4/3/20: Moms Weekend Open House: Poetry in Print (co-sponsored with Lit & Lang Library)

- 4/23/20: Shakespearean Sonnet Slam!
- 5/7/20: Color Our Collections & Board Games
- 6/5/20: Gwendolyn Brooks' Birthday Celebration

**5. review progress made on Unit Annual Goals for FY20 (as enumerated in the FY19 Unit Annual Report);**

- Revision of Collection Development policy to emphasize diversity in collecting drafted; still gathering feedback from relevant outside units
- The Winston Churchill Collection is fully cataloged by CAM, & the Scott Walter Comics Collection is 85% complete.
- The newly redesigned, fully accessible RBML website went live July 16, 2019.
- Re-established patron-driven digitization processes and documented procedures.
- Significant progress on barcoding, including over 15000 books and about 150 manuscript boxes.
- The correspondence, teaching materials, poetry/prose drafts, and notebooks sections of the Gwendolyn Brooks papers are now fully processed and available to researchers.
- 300 boxes from the Madhubuti collection were inventoried; 75 of those were transferred to the RBML vault after insect mitigation and cleaning.

**6. Unit Annual Goals for FY20. When appropriate, goals should be mapped to *the Framework for Strategic Action, 2015-2021***

([http://www.library.illinois.edu/planning/ADOPTEDFramework\\_for\\_Strategic\\_Action.pdf](http://www.library.illinois.edu/planning/ADOPTEDFramework_for_Strategic_Action.pdf)). That is, any alignment with strategic directions or enduring principles should be noted, but not all goals need to be tied to the *Framework*.

**As the RBML looks to FY21, our goals are as follows:**

- Implement our revamped outreach, instruction, and public programming goals. (1,2,3)
- Continue making substantive progress in the RBML barcoding project. Fully implement barcoding workflow for manuscript collections in addition to books. (2)
- Make substantive progress on the comprehensive collection description document, with an internal version for collective memory, and an external version for public access that complements our collection development policy. (2)
- Continue building collaborative relationships across both the Special Collections Division and the Library. Formalize our practices for collaborating with the International and Area Studies Library to further diversify our collections (3,4)
- Continue the data remediation projects on our archival finding aids to render our

- collections, particularly our largest collections, more accessible to the public. (2)
  - Further collaborate with Digital Initiatives to implement the new version of the RBML Digital Library. (1,2)
  - Move forward with the policies, practices, and procedures established for online exhibits in tandem with in-unit exhibits. Continue converting our previous digital exhibits to Omeka S. (1,2, 4)
  - Contribute ongoing input to Library Building Project discussions, with particular emphasis on future thinking. (1,2,4)
7. What the unit needs to support these specific goals and your overall mission (training, facility needs, IT, etc.)
- **Continuing emphasis on metadata creation and management for all formats**
    - Additional assistance from CAM where possible to provide different levels of metadata for different types of materials, to best leverage the cataloging skills available to us across the library.
    - Metadata cleanup from the barcoding project, the changeover to the Alma management system, and legacy collections identified as needing more granular cataloging remain an ongoing area of concern.
    - Now that we have assessed our under-described manuscripts collections and put a processing plan and priorities in place, we need to continue to emphasize processing and opening collections.
  - **Once we have a better handle on our collection metadata, adding digital capacity**
    - Assess current capacity for digitization projects in addition to patron-driven digitization, including exhibition-related digitization
    - Identify materials appropriate for potential digitization by Internet Archive, and Digitization Services
    - Implement consistent workflows to preserve digitized materials and born-digital acquisitions using Medusa.
    - Create timelines and succession planning for older online exhibits still being hosted on the RBML website.
  - **Encourage further cross-library collaboration.**
    - Aeon expansion in FY2021 (IHLC, CMS, DS, Conservation, UA included)
    - Continue to provide a welcoming environment for all visitors and colleagues in RBML
    - Collaboration with Preservation to work on preserving some of our most at-risk Audiovisual collections (Perry Miller Adato, Sandburg Collection). RBML is funding a shared GA position for this.

For units employing Graduate Assistants (GAs), the Unit Narrative should also include the following:

**8. the number of GAs (FTE and Head Count) employed during FY20;**

**9. the funding source for the unit's GAs (e.g., state funds, grant funds, endowment funds); and**

RBML employed 8 Graduate Assistants (2.97 FTE) in FY20.

- Kellie Clinton (.50FTE, funded through the Velde Public Services Endowment,) served as our Public Services GA.
- Xena Becker (.25 FTE, centrally funded, shared with Scholarly Commons), served as our Digital Projects GA
- Taylor Henning (.35 FTE, funded through NEH funds), served as an Archival Processing GA;
- Sara Bennett (.35FTE, funded through NEH funds) served as an Archival Processing GA
- Kaitlyn Hartman (.35 FTE, centrally funded) served as our Curatorial Assistant GA;
- Mariagabriella Stuardi (.17 FTE, funded through the Simpson Chair fund), served as a Cataloging GA.
- Monica Hoh (.50 FTE, funded through the Simpson Chair fund, fall 2019 only), served as a Cataloging GA
- Hanan Jaber (.25 FTE, centrally funded), served as a Cataloging GA
- Bran Schaffer (.25 FTE, funded through Tom Teper's funds) served as an Archival Data Remediation GA

**10. the major responsibilities assigned to the GAs in the unit, and an overview of the contributions made (or projects completed) by GAs during the fiscal year.**

All of our GAs work in multiple capacities; no less than 4 pop-up exhibitions were created by our GAs, in addition to their substantive contributions to instruction, reference, outreach (particularly including our social media presence), collection processing, and collection management and metadata work. Thanks to our emphasis on metadata creation, the near completion of cataloging Gwendolyn Brooks's book collection, the recataloging of numerous Arabic manuscripts, the continued cataloging of Cavagna manuscripts, the inventorying of more than 400 archival boxes across two collections, running the day-to-day barcoding project, and the documentation of a process for updating our Archon finding aids to the current version of EAD, and the development of our first online exhibit on Omeka-S, were all completed by our Graduate Assistants.

## **II Statistical Profile**

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### **1. Facilities**

- Reading room seating for patrons: **19** (22 for class visits mostly standing)
- Seminar Room can accommodate: **15**
- Exhibit/main area can be reconfigured to accommodate up to **60** for a lecture, **100** for a reception.
- **biblioTECH** space (rooms 328+345 adjacent rooms next to RBML) has allowed us to house staff members and students working on digital humanities and social media projects, as well as hosting visiting scholars and occasional meeting space.
- RBML is routinely open to the public **40 hours per week (9-5, M-F)** year round when the University is open

## 2. Personnel

- List, by name, all faculty, Academic Professionals, civil service staff, and Graduate Assistants assigned to the unit in FY18.
  - Lynne M. Thomas, Head, Rare Book and Manuscript Library and Juanita J. and Robert E. Simpson Rare Book and Manuscript Professor (faculty: 1.0FTE; FMLA leave Oct-Dec 2019)
  - Caroline Szylowicz, Curator (faculty: 1.0 FTE)
  - Adam Doskey, Curator (faculty: 1.0 FTE)
  - Cait Coker, Curator (began March 16, 2019) (faculty: 1.0 FTE)
  - Ruthann Miller, Visiting Curator (began Nov. 1, 2019) (visiting faculty: 1.0 FTE)
  - Chloe Ottenhoff, Rare Book Cataloging Coordinator (academic professional: 1.0 FTE)
  - Siobhan McKissic, Archival and Literary Manuscript Specialist (academic professional: 1.0 FTE)
  - Ana Rodriguez, Registrar and Digitization Coordinator (began March 1, 2019) (academic professional: 1.0 FTE)
  - Tony Hynes, Library Operations Associate / Public Services Manager (civil service, exempt: 1.0 FTE)
  - Carrie Lingscheit, Office Support Specialist and Public Events coordinator (civil service: 1.0 FTE)
  - Dennis Sears, Administrative Hourly Archival Processor (0.5 FTE, Academic Hourly) (June 2018-present)
  - Kellie Clinton (.50FTE), Public Services GA.
  - Xena Becker (.25 FTE, shared with Scholarly Commons), Digital Projects GA
  - Taylor Henning (.35 FTE,), Archival Processing GA
  - Sara Bennett (.35 FTE,) Brooks/Madhubuti Archival Processing GA
  - Kaitlyn Hartman (.35 FTE,) Curatorial Assistant GA
  - Mariagabriella Stuardi (.17 FTE), served as a Cataloging GA.
  - Bran Schaffer (.25 FTE) served as an Archives Data Remediation GA
  - Hanan Jaber (.35 FTE) served as a Cataloging GA
- Specify the amount of the unit's FY18 Student Assistant wage budget and Student



Assistant FTE.

Student Assistant wage budget: \$19,999.01 was spent on students in FY20 (gift funds) with an additional \$19,012. 56 from NEH funds for the barcoding project. **RBML's student assistants are paid through endowment/gift/grant funds, not through central library budgeting (as part of a previous budget cut).** Student FTE: Fall: 1.5 FTE (60 hours) public Service only; Spring 1.525 (61 hours) – public service only; .775 (31 hours) – barcoding only.

Two Graduate Hourly students (Claire Baytas and Emily Swisher) worked 204.5 hours on the Proust project funded through Dutton Gift funds. In addition, during the Fall semester 2019, Baytas and Swisher worked 128.5 hours as Graduate Hourlies from a grant received from the Cultural Services of the French Embassy, and Nick Strole as a Research Assistant (16 hours/week or 40%FTE) on the same grant.

During the Spring semester 2020, Baytas and Swisher worked 138 hours as Graduate Hourlies from a grant received from the Campus Research Board and Nick Strole as a Research Assistant (16 hours/week or 40%) on the same grant.

### 3. User Services

#### Gate Count:

- Over FY20 we had 2214 individual visitors to the RBML outside of instruction and reading room use: 1461 came to view our exhibitions; 660 attended 9 hosted public events.
- In FY20 1006 Reading Room Users accessed 625 items in the reading room. There were 604 first time visits and 402 return visits.
- In sum, **4152** people came through our doors over the course of FY20; just over half (51%) came for public programming and outreach activities, with the remainder here to use the collections for instruction and individual research.

#### Circulation:

- In FY20 838 registered Reading Room Users. 621 were identified as UIUC affiliates, 117 others were unaffiliated or did not report affiliation.
- A total of 2156 items were charged out: 770 items used by patrons in the reading room: 31 by RBML staff: 1367 to all activities (classes, presentations, tours, digitization, events, exhibits).

#### Reference interactions:

- From July 2019 through June 2020, 162 reference questions were answered and closed by the RBML team using our OTRS ticketing system.

**Instruction & Presentations:**

- RBML hosted 72 classes & 23 presentations/tours/small group sessions, reaching an additional 1123 users, with 1186 items from the collections being used or evaluated for use.

**4. Other statistics (optional)**

Staff processed 3836 Aeon requests during FY19, broken down as follows:

- Checked out to patrons, staff or to activities: 2156, including 453 for exhibits and 78 for public events and outreach.
- Items placed on hold but not checked out: 1680

**III Appendices (optional)**

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**Appendix. I Collection Development:**

In the past fiscal year, the Rare Book & Manuscript Library has strengthened its collections in many areas through new acquisitions. These items both add to the depth of the collections and compliment the strengths of the curators and staff of the Library.

One major area of new acquisitions growth was in African American literature. Perhaps the highlight is an annotated playscript of *A Raisin in the Sun* owned by the author, Lorraine Hansberry. Because her life was tragically short, inscriptions by Hansberry are rare. Two publisher's contracts for works by Martin Luther King Jr. were also added to the collection. First editions of African American authors from the late-nineteenth century such as Charles Chesnutt and from the Harlem Renaissance such as Claude McKay, Jessie Fauset, and Zora Neale Hurston were acquired. Two Gwendolyn Brooks first editions were added to the collection of her papers, a copy of *Annie Allen* owned by Broadside Press founder Dudley Randall and a copy of her first collection, *A Street in Bronzeville*. In the area of Arctic exploration, a first edition of Matthew Henson's rare autobiography, *A Negro Explorer at the North Pole*, was acquired.

In the area of fine press books, a large number of books printed by the early Italian fine press printer Bodoni were purchased, focusing on works of science, mathematics, medicine, and literary works by women.

A mid-sixteenth century book of religious emblems produced in Lyon, which had been modified into a liber amicorum, or friendship album, by a contemporary German owner was acquired using the Stegemeier funds.

Our literary collections, including Kolb-Proust, H.G. Wells, and W.S. Merwin, grew with new acquisitions of letters, drawings, and association copies.

In concert with preparations for Maureen Warren's upcoming exhibition on Dutch political prints, the library acquired Michael von Eytzinger's *Novus de Leone Belgico* (1588), which includes an iconic engraved map of the Netherlands depicted as a lion.

Several historical and contemporary board games were acquired to support the outreach work done by our staff, especially Ruthann Miller, Siobhan McKissic, and Cait Coker.

Our largest incunable purchase this year was Niccolo Lelio Cosmico's *Cancione* (1481), the first publication of love poems by a bisexual tutor in Renaissance Italy.

## **Appendix II: RBML Cataloging**

RBML cataloging staffing: one 1 FTE Academic Professional (RBML Cataloging Coordinator, Chloe Ottenhoff), one .25 FTE Graduate Assistant (Hanan Jaber), one .50 FTE Graduate Assistant (Monica Hoh, fall only), and one .17 FTE Graduate Assistant (Mariagabriella Stuardi). Other contributions to RBML cataloging came from other RBML staff, including 1 Civil Service (Tony Hynes) and 2 Graduate Hourly, on a limited basis (Kellie Clinton and Taylor Fisk Henning, typically 2-5 hours/week for each). Additional contributions to RBML cataloging came from staff in ACS to catalog the Churchill Collection, Scott Walter Comics, and Japanese-language titles purchased by IAS (Rebecca Wright, Kevin Adams, and Sayaka Huether, respectively). The RBML Cataloging Coordinator facilitated these cooperative cataloging efforts, arranging for transport of materials between the RBML and ACS, developing workflows for the materials, and advising on problem books.

RBML catalogers created 1,059 new records in the catalog, nearly 33% of which were original records contributed to OCLC. The titles cataloged represented 28 different languages and 9 different formats. 942 new records were created for regular print monographs; 58 for serials; 43 for manuscripts; and 16 for cartographic materials and realia. RBML catalogers also enhanced or updated a further 2,797 titles during this reporting period, activity ranging from fully updating existing records to adding local notes or headings. Most notably, when remote work began in mid-March, RBML catalogers worked on a library-wide project to address duplicated records in the catalog in preparation for the migration to Alma. Over 4,500 OCLC numbers were reconciled, sometimes requiring overlaying multiple bibliographic records per OCLC number, totaling over 10,000 record actions between mid-March and May 14. Concurrent with this work, legacy metadata were cleaned up, moving incorrectly machine-matched titles onto correct records, correcting record inaccuracies, and moving local notes to appropriate fields. Also during lockdown, the RBML Cataloging Coordinator conducted two cross-training sessions with ACS staff on rare

book cataloging. The RBML Cataloging Coordinator also continues to oversee the library's NACO program, maintaining statistics for the library and submitting them to PCC, providing support to NACO Contributors, and contributing 25 authority records to this national program.

Significant progress was made cataloging several unprocessed gifts and purchases over the course of the year. Highlights include:

- Gift: Terrence Deneen (canon law, ~150 volumes)
- Gift: Michael VanBlaricum (James Bond/Ian Fleming, ~200 titles (ongoing))
- Gift: William Davies (arctic, ~50 titles)
- Purchase: Sam Hamill/Copper Canyon (modern poetry/fine press, ~275 titles)
- Purchase: Candor Arts (book arts, ~30 titles)
- Purchase: Arthur Laurents (theater, ~100 titles)
- Purchase: D.H. Melhem owned books (Gwendolyn Brooks connection, ~50 titles)

Work continued to address backlog collections, including the Evron Collins Miniature Book Collection and the Aron Collection of European Pedagogy. While a significant portion of both of these collections remains to be cataloged, progress continues to be made.

Other notable cataloging projects include:

- re-cataloging 30 Shakespeare promptbooks with full records; these are very well-known promptbooks that were woefully represented only by LCS records, despite being recorded in a bibliography of notable promptbooks in the country
- cataloging 12 Arabic- and Persian-language manuscripts of various origins and subjects that had been uncataloged for many years. They are now part of our Pre- or Post-1650 Manuscript Collections
- re-cataloging manuscripts that were in our Dewey stacks (usually on very brief records or cataloged incorrectly as printed works) for our Post-1650 Manuscript Collection
- cataloging the books from the Gwendolyn Brooks Collection (project interrupted in spring, 15 titles remain)
- Winston Churchill Collection (~1,500 titles), cataloged by an ACS staff member, with a RBML cataloger taking care of foreign language titles and serials (~200 titles). A small portion of the collection will remain in RBML, represented by a finding aid; otherwise, the Churchill Collection is now residing in RBOS and is collocated by a collection heading
- Scott Walter Comics Collection is 85% complete (12 boxes remain – 6 are in ACS, 6 still in RBML)
- the transfer, cataloging, and digitization of a Spanish manuscript gradual (ca. 1630) from the Music Library to RBML; Conservation created a custom box suitable for housing and carrying this very large manuscript

The barcoding project continued in full force, until it was interrupted in the spring. Despite this, we were able to barcode an additional 6,000 volumes during the fall and into the spring, bringing the current total of barcoded items up to **20,483**. Work on this project resumed towards the end of the summer. As part of this project, many bibliographic problems and errors are being discovered in the catalog because of this project, such as discrepancies between the number of volumes on the shelf versus what is in the catalog for multi-volume sets; bound-with volumes not cataloged as bound-withs; and serial runs not represented in the catalog. It will be a challenge to keep up with the number of problems discovered thanks to the barcoding project, but we are keeping track of them and fixing as many on the fly as possible. Thanks to a graduate hourly who managed the project, all of these problems are well documented.

### **Appendix III: Archival & Manuscript Processing**

Going into the fall 2019 semester, our main priorities for the RBML's archives were barcoding and rehousing collections, inventorying and preparing the Madhubuti and Third World Press papers to come into RBML's vault from our current "dirty" room, and getting the Gwendolyn Brooks library individually cataloged. Despite many challenges this year, a lot of progress was made before and after the onset of COVID-19.

Before March 2020, a little over 100 archival boxes from the Perry Miller Adato Collection were inventoried and barcoded, roughly 300 boxes of the Haki Madhubuti and Third World Press Papers were initially inventoried (by Sara), frozen, and over 75 boxes have been vacuumed and transferred to our vault (by Ksenia), 100/130 books from the Gwendolyn Brooks papers were cataloged individually (by Taylor under the direction of Chloe), and the three collections (Amos Paul Kennedy, Charles E. Mudie, and Mary Lois Bull) were processed and rehoused (by Ana Rodriguez, Noemi, Sireen, and Arij). As planned, we did open the Brooks correspondence to researchers along with her teaching materials, poetry/prose drafts, and notebooks.

Once shelter-in-place became our reality, Siobhan McKissic took the opportunity to complete an online survey of all the changes that needed to be made to our Archon records for the large archival collections (MSS). With the help of 9 newly remote undergraduate workers (Ksenia, Sireen, Noemi, Arij, Ryan, Maddy, Lyric, Alina, Emily) we took note of every field in Archon that needed to be updated and students wrote 42 updated biographical notes for those collections. During this time, the Archives Data Remediation GA (Bran) began developing a similar survey to aggregate similar information related to the Pre/Post-1650 materials, the Madhubuti Processing GA (Sara) wrote a guide for updating the EADs that were pulled from RBML's Archon instance (including a handy crosswalk from EAD2 to EAD3), and Taylor cleaned up Brooks correspondence records and developed the first online exhibit which created a framework for making our collections available to a broader public. Although, it was a daunting spring semester, we're

incredibly proud of what the archives students (and the barcoding students) were able to complete this year.

#### **Appendix IV: Proust Project**

Two Graduate Hourly students (Claire Baytas and Emily Swisher) worked 204.5 hours funded through Dutton Gift funds. In addition, during the Fall semester 2019, Baytas and Swisher worked 128.5 hours as Graduate Hourlies from a grant received from the Cultural Services of the French Embassy, and Nick Strole as a Research Assistant (16 hours/week or 40%FTE) on the same grant.

During the Spring semester 2020, Baytas and Swisher worked 138 hours as Graduate Hourlies from a grant received from the Campus Research Board and Nick Strole as a Research Assistant (16 hours/week or 40%) on the same grant.

Finally, a grant application was submitted in early December 2019 to the NEH's Scholarly Editions and Translations program – declined in August 2020 with mostly very positive feedback. Caroline Szylowicz was a co-PI on all three grants (French Embassy, Campus Research Board, NEH).

Upcoming: a revised application will be submitted to same NEH program in December 2020, and a CRB application was just sent yesterday for bridge funding – Caroline Szylowicz once again PI on this one). We've been using the Dutton funds, which don't expire, as back-up for other sources of available funding. As of today, there is just over \$16,000 remaining in Dutton funds from the initial \$25,000.