

RBML Annual Report
Due: August 31, 2022
Submit to: Lucretia Williams (lawillia@illinois.edu)

I Unit Narrative

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

1. **Major activities and accomplishments of the unit in FY22** (July 1, 2021 to June 30, 2022);

In FY22 RBML reopened to the public, and we readjusted to a hybrid approach to many of our activities, due to the ongoing COVID-19 pandemic.

- During FY22 we began once again offering limited public in-person events, exhibitions, and visitor access to RBML in addition to online programs. (1,2,3, 4)
- After transitioning to Team Dynamix with the rest of the library, we found it routinely lost tickets from our Ask-a-Curator reference queue, so we once again revised and updated our training materials and workflows to reflect an email-based system that works to our satisfaction. (1)
- We reached our 2021 goal of fully implementing a barcoding workflow for manuscript collections in addition to books. **The RBML barcoding project is now roughly 75% complete for both books and manuscripts**, providing better bibliographical and physical control of our collections. (2)
- RBML catalogers added **4,429 new item records** in the catalog during the reporting period. Over 2,000 of these were sales and auction catalogs, a project that Tony Hynes has been working on for the past year. For many of these periodical titles, no physical holdings were represented in the catalog and some titles were not even in the catalog at all. The items added represent **9 different formats**, including audiovisual materials, serials, artworks, manuscripts, maps, and realia. Items cataloged represent **32 different languages**, the vast majority in English, Latin, and Romance languages. RBML catalogers created **314 original records** in OCLC and **enhanced or updated a further 1,403 OCLC records**. (2)
- RBML hosted **67 classes & 38 presentations**, with 1388 people attending, with 1303 items from the collections being used or evaluated for use.
- Over FY22 we had **1108 individual visitors** to the RBML using the reading room, 635 were first time visits and 473 return visits.
- Live in-person and hybrid outreach events garnered 189 in-person attendees. Online attendees numbered 335 across those events, roughly half the number of folks who registered for them ahead of time.

- We have continued significant progress towards the completion of the plan of work for the Save Americas Treasures grant application for the Brooks Collection submitted in collaboration with Preservation. One highlight is the conservation and digitization of two of Brooks’s photo albums, with significant metadata created to support their use. (FUNDED: \$115,000).(1,2,3)
- We updated our metadata schema in concert with Digital Initiatives to reorganize the RBML digital library. (1,2)
- The substantive 2021 **revision of our Collection Development Policy to make our DEIA goals more explicit was approved in FY2022** and is now available on our website. (1, 2,3,4)
- We have worked with Ricker Library to implement our shared collaborative collection policies; Ricker is completing their vault review and we are finalizing locations of high-risk or high-expense materials in accordance with these policies.
- We contributed ongoing input to Library Building Project discussions, which has moved from schematic design to the design development phase. (1,2,4)
- RBML staff answered 361 reference queries last year. (Statistics from Ask-a-Curator email system, not DeskTracker)
- During FY22 we completed **95** patron-initiated digitization requests in-house; **25** items (books and periodicals) were digitized by Digitization Services to add to the Hathi Trust and our Digital Library. Digitization Services created **2,533 images for the Brooks Grant project**, including digitizing the Red Album and the Black Scrapbook in their entirety. The digitization project for the Charles Mudie papers was also completed and opened to the public in our digital library in February 2022.

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

COVID-19 has not abated; RBML provided remote digital public services, including instruction, outreach, reference, and digitization, **in addition to reintroducing our onsite services** as vaccines and shifting public health guidelines allowed. Reintroducing and managing public services through multiple modalities took a toll on our staff.

After two years of pandemic experience, RBML’s public and technical services staff all reported significant burnout and exhaustion. As a result, we made a tactical choice to reduce our public hours for summer 2022 to afternoons only (with researcher appointments available all day upon request). This reduced our day-to-day staffing needs sufficiently to allow folks to use vacation time, isolate for COVID-19, and attend professional development activities delayed due to the pandemic.

Nearly all RBML staff had their workspaces moved in FY22, ceding our “biblioTech” space in 328 to the Scholarly Commons as part of the Library Building Project. Once we reopened to the public, our reading rooms were quite busy.

RBML in FY22 continued to standardize and document unit workflows and processes and address discovered collection management needs, particularly in relation to the ramp-up of the Library Building Project. The barcoding project continues to uncover cataloging irregularities that are being addressed on the fly as much as possible.

Descriptive work on our literary manuscripts collections was minimal due to the departure of Dennis Sears in December (not replaced), and a lack of anyone in the ALMS role (search in progress).

Our current staffing also does not allow for reparative/remediating descriptive metadata work and collection management work to happen routinely, nor do we have the capacity to digitize at any sort of scale.

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

Nearly all RBML staff had their workspaces moved in FY22, ceding our “biblioTech” space in 328 to the Scholarly Commons as part of the Library Building Project. Our service programs once again shifted significantly, as our unit reopened to in-person visits for research, instruction, events, and exhibitions. We did so with reduced staffing. Dennis Sears (academic hourly working on manuscripts reprocessing on Merwin) left the university in December 2021. Ruthann Mowry (our Visiting Curator) was moved into the tenure line that Adam Doskey left. The Archival Manuscripts Literary Specialist permanent position was shifted by the Library to a 3-year visiting role; the search to fill it is ongoing as of August 2022. We struggled to define the “right” amount of programming that could be provided by our public services staff as they grappled with exhaustion and burnout.

In addition to returning to in-person instruction and events in RBML, campus-level programs and librarywide units like Advancement have begun requesting outreach “hands-on activities” from our units. These require significantly more staffing and planning than a straightforward tour, lecture, exhibition, or open house. For example, our hugely popular Mom’s Weekend “Make Your Own Medieval Manuscript” activity required the entire RBML public services team of five people, two graduate assistants, *and* the Visiting Design Librarian from Ricker to run the event on a weekend afternoon, after about a month and a half of planning. While it was highly successful, it’s not easily repeated without significant effort. In several cases, we’ve had to decline additional hands-on outreach activities due to lack of sufficient staffing and lead time.

Articulate (with appropriate examples) the ways in which the unit and/or its

members contributed to Library-wide programs

The RBML primarily contributed to Library-wide programs through our 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 continues to partner with ACS on cataloging projects.
- We are also working to further diversify and decolonize our collecting through an ongoing partnership with the International & Area Studies Library.
- RBML collaborated with Preservation on the Brooks Save America's Treasures grant as well as funding a half-time graduate assistant to work on the preservation of the Perry Miller Adato Collection and other Audiovisual materials in RBML holdings. These activities are made possible through the Chatterjee Fund.
- RBML worked with the Digital Library to develop the re-design of our Digital Library space; data remediation is now in process.
- RBML now has standards and guidelines for online exhibits using Omeka-S thanks to the work of graduate assistant Ben Ostermeier. We plan to retroactively convert any possible older exhibitions to this platform as well as using it moving forward.
- We collaborated with Ricker Art & Architecture Library to implement a new shared service plan for materials moved from Ricker to RBML. We are working to codify which collections will live permanently in Ricker, and which in RBML.
- We plan to address the transfer of some special collections materials in the Music & Performing Arts Library in the next couple of years.
- RBML collaborated with IHLC to get them set up using Aeon's suite of services. IHLC is now taking the lead on the Aeon integration project; Digitization Services and the ALA Archives are in progress, as well as the Oak Street facility. **Krista Gray in IHLC has also contributed significant enhancements** (for example, the ability to use diacritics) to the Archon software used across RBML and the University Archives.

FY 2022 Events and Outreach:

Fall 2021:

- **Mariselle Meléndez: Reading Colonial Latin America through Primary Sources in the Rare Book & Manuscript Library** – Wednesday, September 29, 2021. Live over Zoom; 56 registered, 32 attended.
- **Crafty Adults: Making Medieval Manuscripts** – October 13, 2021. Presented jointly with Ricker Library and Champaign Public Library over Zoom featuring Ruthann Mowry, Siobhan McKissic, and Carrie Lingscheit. Slide lecture, viewing books over doc cam, and calligraphy demo. Attendance not known because CPL hosted the session, but I'd estimate about 100?

- **Bats & Bobs** – October 29, 2021 (Dads Weekend); featuring Dr. Cait Coker. Zoom live event with live discussion about our first edition of *Dracula*, 17th century magical texts, and poetry about bats. 102 registered, about 40 attended.
- **Holiday Cookery** – December 9, 2021. Release of a pre-recorded YouTube video featuring Cait and Caroline presenting some citrus-related texts, then baking a lemon tart from a 1747 recipe. Video currently has 130 views.
- **Holiday card sent out to friends of RBML**

Spring 2022

- **In Search of Lost Time Opening Reception** – January 24, 2022. Featuring remarks by exhibit curator William Guenther. Hybrid in-person AND virtual event. 50 attended in-person, 34 attended virtually. YouTube recording currently has 109 views.
- **Exhibit Keynote Lecture: Visions of Deep Time** – February 24, 2022. Featuring Marcia Bjornerud. Hybrid in-person and virtual event; 28 attended in person, 57 attended virtually. YouTube recording currently has 34 views.
- **Making Medieval Manuscripts Workshop** – April 2, 2022 (Mom's Weekend). In-person only workshop on ink-making and writing with quills, led by Ruthann, Siobhan, Carrie. 96 attended.
- **perfect Tranquillity, faithful Friends and the best library: Aphra Behn and RBML** – April 20, 2022. Live Zoom event featuring Claire Bowditch and Elaine Hobby presenting their research on the works of Aphra Behn. 71 registered, 46 attended. YouTube recording currently has 29 views.
- **Making a Renaissance Book your Own: The Unique Copy of Alciato's Emblems at Illinois** – May 4, 2022. Featuring Mara Wade in a live streamed Zoom event. 84 registered, 58 attended virtually. YouTube recording currently has 56 views.
- **Reading Day Relaxer: Color Our Collections** – May 5, 2022. Not terribly well-attended, about 12 visitors came through.
- **Gwendolyn Brooks' Birthday Open House** – June 6, 2022. Released a social media video clip of Lynne opening the gift bag with the new finding aid. Ruthann hosted the lunchtime open house and put out some materials. I believe 3 visitors came through in-person.

4. review progress made on Unit Annual Goals for FY21 (as enumerated in the FY20 Unit Annual Report);

- We have struggled a bit to implement our revamped outreach, instruction, and public programming strategic goals on a hybrid model that reflects our current staffing levels; we wish to offer more, but lack sufficient staffing to do so. (1,2,3)
- Seventy-five percent of both books and manuscripts are now barcoded (last year we were still figuring out manuscript barcoding practices). (2)
- We have not yet finalized the comprehensive collection description document that complements our collection development policy, but we have added to it substantively, as well as developing and publishing publicly available research guides in some areas. Our distinctive collections page now has an updated listing for each

- distinct area. (2)
- We've continued collaborative relationships across both the Special Collections Division and the Library. (3,4)
 - Key staff departures slowed in our efforts to continue the data remediation and descriptive projects on our archival finding aids to render our collections, particularly our largest collections, more accessible to the public. (2)
 - We've continued working with Digital Initiatives to implement the new version of the RBML Digital Library that highlights our materials in a more granular manner and at higher resolution. (1,2)
 - We have policies, practices, and procedures established for online exhibits in tandem with in-unit exhibits. We continue to work towards 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)
5. **Unit Annual Goals for FY22. 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). 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 FY22, our goals are as follows:

- Work towards RBML goals incorporating an ethics of care towards RBML staff and library colleagues as well as our researchers, patrons, donors, visitors, and members of the public.
- Carefully recalibrate our outreach, instruction, and public programming goals on a hybrid model that reflects our current staffing levels and shifting demand for more involved "hands-on" events. (1,2,3)
- Complete the RBML barcoding project. (2)
- Finalize 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 collaborative relationships across both the Special Collections Division and the Library. (3,4)
- Prioritize data remediation and descriptive projects on our archival finding aids to render our collections, particularly our largest collections, more accessible to the public. (2)
- Continue working with Digital Initiatives to implement the new version of the RBML Digital Library that highlights our materials in a more granular manner. (1,2)
- Continue implementing policies, practices, and procedures that build our digital library, with an emphasis on metadata creation. (1,2, 4)
- Contribute ongoing input to Library Building Project discussions, with particular

emphasis on future thinking. (1,2,4)

6. What the unit needs to support these specific goals and your overall mission (training, facility needs, IT, etc.)
 - **Continuing flexibility during a “rebuilding year” in RBML as staff recovers from burnout**
 - **Aligning our strategic goals with our staffing capacity**
 - **Continuing emphasis on metadata creation and management for all formats**
 - Additional assistance from ACS 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 and continuing work on legacy collections identified as needing more granular cataloging remain an ongoing area of concern.
 - Now that we have assessed our manuscripts collections and put a processing plan and priorities in place, we need to emphasize completing the processing and description, and opening of manuscripts collections with full finding aids to researchers. *This area of RBML is currently without full time staffing or coordination for FY23.*
 - **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 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 FY2023 (CMS, DS, Oak Street, 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 through the Chatterjee Fund.

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

7. **the number of GAs (FTE and Head Count) employed during FY22;**
8. **the funding source for the unit’s GAs (e.g., state funds, grant funds, endowment funds); and**

RBML employed 8 Graduate Assistants (2.8 FTE) in FY22.

- Tristan Navarro (.50FTE, funded through the Velde Public Services Endowment,) served as our Public Services GA.
- Ben Ostermeier (.25 FTE, centrally funded, shared with Scholarly Commons), served as our Digital Projects GA
- Anna Wondrasek (.35 FTE, funded through NEH funds), served as an Archival Processing GA;
- Koukouy Chery (.35FTE, centrally funded) served as an Archival Processing GA
- Elissa Mullins (.35 FTE, funded through the Simpson Chair fund) served as a Cataloging GA;
- Heather Wiegert (.35 FTE, centrally funded) served as a Cataloging GA
- Mariagabriella Stuardi (.17 FTE, funded through the Simpson Chair fund), served as a Cataloging GA.
- Katie Coulson (.35 FTE, funded through a gift from the Baym family) served as a Cataloging GA
- Ariana Negovschi (.50 FTE, funded through the Chatterjee Fund, served as an Audiovisual Preservation GA for the Perry Miller Adato collection through Preservation Services.

9. 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; 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, cataloging most of the Nina Baym and Evron Collins (miniature books) collections, the rehousing of the Perry Miller Adato Collection and the processing of its archival component, running the day-to-day barcoding project, and the processing of the Candor Arts Press and Engstrand Collections were all completed by our Graduate Assistants in FY22.

II Statistical Profile

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) was relinquished to the Scholarly Commons in FY22 as part of the Library Building Project*

- RBML is typically routinely open to the public **40 hours per week (9-5, M-F)** year round when the University is open. In Fall 2021 and Spring 2022, we were open to the public 40 hours per week; in Summer 2022 we were open 20 hours per week (1-5, M-F) due to staffing shortages.

2. Personnel

- List, by name, all faculty, Academic Professionals, civil service staff, and Graduate Assistants assigned to the unit in FY22.
 - Lynne M. Thomas, Head, Rare Book and Manuscript Library and Juanita J. and Robert E. Simpson Rare Book and Manuscript Professor (faculty: 1.0FTE)
 - Caroline Szylowicz, Curator (faculty: 1.0 FTE)
 - Cait Coker, Curator (began March 16, 2018) (faculty: 1.0 FTE)
 - Ruthann Mowry, Curator (began Nov. 1, 2018) (faculty: 1.0 FTE)
 - Chloe Ottenhoff, Rare Book Cataloging Coordinator (academic professional: 1.0 FTE)
 - [TBD], Visiting Archival and Literary Manuscript Specialist (academic professional: 1.0 FTE; search underway)
 - Ana Rodriguez, Registrar and Digitization Coordinator (began March 1, 2018) (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-December 2021)

RBML employed 8 Graduate Assistants (2.8 FTE) in FY22.

- Tristan Navarro (.50FTE, funded through the Velde Public Services Endowment,) served as our Public Services GA.
- Ben Ostermeier (.25 FTE, centrally funded, shared with Scholarly Commons), served as our Digital Projects GA
- Anna Wondrasek (.35 FTE, funded through NEH funds), served as an Archival Processing GA;
- Koukouy Chery (.35FTE, centrally funded) served as an Archival Processing GA
- Elissa Mullins (.35 FTE, funded through the Simpson Chair fund) served as a Cataloging GA;
- Heather Wiegert (.35 FTE, centrally funded) served as a Cataloging GA
- Mariagabriella Stuardi (.17 FTE, funded through the Simpson Chair fund), served as a Cataloging GA.
- Katie Coulson (.35 FTE, funded through a gift from the Baym family) served as a

Cataloging GA

- Ariana Negovschi (.50 FTE, funded through the Chatterjee Fund), served as an Audiovisual Preservation GA for the Perry Miller Adato collection through Preservation Services.
- Specify the amount of the unit's FY22 Student Assistant wage budget and Student Assistant FTE.

Due to COVID 19, we employed fewer general student assistants than is typical.

Student Assistant wage budget: In FY22, \$20,593.45 was spent on student assistants in FY22 along with \$13,400 on graduate and academic hourly workers. **RBML's student assistants are paid through endowment/gift/grant funds, not through central library budgeting (as part of a previous budget cut).** Regular student assistants: Fall: 0.78 FTE (31 hours); Spring: 0.45 FTE (18 hours).

3. User Services

Gate Count:

- Over FY22 we had 1108 individual visitors to the RBML using the reading room, 635 were first time visits and 473 return visits.
- Live in-person and hybrid outreach events garnered 189 in-person attendees. Online attendees numbered 335 across those events, roughly half the number of folks who registered for them ahead of time.

Circulation:

- In FY22, there were 971 registered users with reader accounts in Aeon. Of them, 656 (68%) were campus affiliates; 418 (43%) of them were undergraduates.
- 301 people requested 3,516 items from RBML for classes, activities, exhibitions, research, conservation, and events.
- Individual readers using materials in the reading room spent an average of 101 minutes per visit.

Reference interactions:

- From July 2021 through June 2022, The RBML team answered **361** reference questions. Our number for FY21 was 424, so our reference requests this year were slightly down, but still about double our pre-COVID averages.

Instruction & Presentations:

- RBML hosted **67 classes & 38 presentations**, reaching an audience of 1388 people, with 1303 items from the collections being used or evaluated for use.

4. Other statistics (optional)

Digitization Requests

- RBML completed **95** patron digitization requests internally, bringing in revenue of **\$1625.00**.
- Digitization Services completed the digitization of 25 items that were added to the Hathi Trust and our digital library. This was in addition to creating **2,533 high-quality images for the Gwendolyn Brooks Save Our Treasures Grant** project.
- The digitization project for the Charles Mudie papers was also completed and opened to the public in our digital library in February 2022.

Staff processed 1,706 Aeon requests for the reading rooms during FY22, broken down as follows:

- 1,066 (62.49%) were for monographs; the remainder were for other formats.
- Just over 1000 of those requests were for graduate students
- Items placed on hold but not checked out: 924.

III Appendices (optional)

Appendix. I Collection Development:

Our collection development work this year followed our goal to expand and diversify the voices and perspectives in RBML. In the areas of 17th and 18th English and continental history and culture, some of RBML's largest holdings, we purchased several works printed in the 17th and 18th centuries touching on: obstetrics and gynecology (*De conceptu et generatione hominis*, 1580; *Traité des maladies des femmes grosses...*, 1681; *Cases in midwifry*, 1734), gender equality (*De l'Égalité des Deux Sexes*, 1673; *La femme n'est pas inférieure à l'homme*, 1750), considerations on prostitution (*An Essay towards a general history of whoring*, 1697...; *The Courtesan...*; 1765) and marriage (*A serious proposal for promoting lawful and honourable marriage*, 1750). Last but not least, we were able to locate and acquire a copy of *The Interesting Narrative of the Life of Olaudah Equiano, or Gustavus Vassa, the African* (1789), a work written by a former slave turned abolitionist, born in Africa (Benin), who lived in turn in the Caribbean, the American colonies, England, and participated in an expedition to the North Pole.

We acquired the archives of the Candor Arts Press, a Chicago-based book artists collective that ceased its activities in the last couple of years. RBML had already acquired some of their publications. This last acquisition means that we now hold a comprehensive selection of their production, as well as the primary materials that document the history of the organization.

We continued to receive additions to the VanBlaricum and Ian Fleming Foundation collections, as well as add select items to the H.G. Wells, Grant Richards, Gwendolyn Brooks collections and various others supported by dedicated endowed funds (Weston, San Francisco Fine Press, etc.)

Appendix II: RBML Cataloging

Academic Year 2021-2022 Project Narrative

Staffing

RBML cataloging staffing: one 1 FTE Academic Professional (RBML Cataloging Coordinator, Chloe Ottenhoff), three .375 FTE Graduate Assistants (Elissa Mullins, Heather Wiegert, and Katie Colson (donor funded)), and one .17 FTE Graduate Assistant (Mariagabriella Stuardi). Other contributions to RBML cataloging came from 1 Civil Service (Tony Hynes) and 1 Graduate Hourly (Tristan Navarro, typically 2-5 hours/week). Additional contributions to RBML cataloging came from staff in ACS to catalog Japanese-language materials and the Michael Broomfield Collection of W.S. Merwin (summer 2022), as well as a graduate assistant in IAS to catalog Slavic materials. 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.

Additionally, Chloe Ottenhoff served as the NACO coordinator for the library, compiling and submitting statistics for the University and contributing 33 name authority records to this national program.

Cataloging

RBML catalogers added **4,429 new item records** in the catalog during the reporting period. Over 2,000 of these were sales and auction catalogs, a project that Tony Hynes has been working on for the past year. For many of these periodical titles, no physical holdings were represented in the catalog and some titles were not even in the catalog at all. The items added represent **9 different formats**, including audiovisual materials, serials, artworks, manuscripts, maps, and realia. Items cataloged represent **32 different languages**, the vast majority in English, Latin, and Romance languages. RBML catalogers created **314 original records** in OCLC and **enhanced or updated a further 1,403 OCLC records**.

Significant progress was made cataloging several unprocessed gifts and important purchases over the course of the year, in addition to new acquisitions and problem books. Highlights include:

- Gift: Nina Baym Western Women Writers Collection (~230 titles, ongoing)
- Gift: Michael VanBlaricum (James Bond/Ian Fleming, ~75 titles (ongoing))
- Gift: Coslough Johnson (Variety show tv scripts, ~75 titles)
- Gift: Willis Goth Regier (Aesop, Sphinx books, ~30 titles)
- Purchase: Michael Broomfield Collection of W.S. Merwin (~1100 titles)
- Purchase: Candor Arts back catalog (~75 titles)
- Purchase: Mexican fine press books (~50 titles)
- Purchase: Japanese waka poetry competition manuscripts
- Purchase: Witchcraft trials manuscript

- Purchase: Translation of Emblematum liber manuscript
- Purchase: Walter of Henley medieval manuscript on husbandry
- Backlog: Bolivian Pamphlets (~90 titles)
- Backlog: WWI and WWII pamphlets (240 titles, finding aid made)
- Backlog: Evron Collins Collection of Miniature Books (~800 titles, + finding aid for ~5 cu. ft of archival materias)

Work continued to address backlog collections, including the Evron Collins Miniature Book Collection and the Aron Collection of European Pedagogy. Nearly half of the Evron Collins collection was cataloged, with many collection-level records created for certain series (e.g. Cracker Jack Books), which can continue to be added to as the rest of the collection gets processed, saving time. Additionally, the archival portion of the collection (primarily Miniature Book Society materials) was arranged and described, with its finding aid made available in Archon. While a significant portion of both of these collections remains to be cataloged, progress continues to be made.

Appendix III: Barcoding Project Status Report

Report date: 8/1/2022

Overall project status: On-track

Top Level Summary

The barcoding project began in Fall 2018 (work started Summer 2019), with approximately 110,000 items in the book collections that needed to be barcoded. In the past 3 years we have managed to barcode over 75% of the unbarcoded part of the collections, averaging 27,000 volumes per year, and are on track to complete the project before making the move to the new Special Collections building. As of the beginning of August 2022, approximately 23,000 unbarcoded items remain in the book collections, and the archival collections are nearly 100% barcoded.

The first phase of the project is almost complete; the second phase will consist of identifying items not barcoded in the first pass of the collections, and correcting bibliographic and holdings problems. This work will be done by cataloging staff and student workers (under supervision of cataloging staff).

Quality

In a recent quality check, the only major issue that has been identified is instances where a barcode was placed on a book, but not entered properly into Alma. It is expected that less than 1% of items are affected, meaning no more than about 1,000 items may be affected. This issue will be corrected when an expected complete shelf-reading is conducted, using Alma's shelf-reading utility, and is easily correctable. Additionally, while many items have been marked as "Not on shelf," most of these items are being located in different size ranges (e.g., octavo volumes shelved as quarto, quartos as folios) or have a location in Alma other than RBML (items from Main Stacks never fully transferred or in an error location).

Roadblocks

Many bibliographic issues have been identified in the course of the 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. These issues are flagged by the student worker and addressed by the cataloging team, who corrects the bibliographic errors. This is not a trivial process, often involving original cataloging or extensive, time-consuming reworking of holdings records. In order to complete the project on time, either a substantial increase in cataloging staff will be required, or compromises made in the minimum cataloging standards. As it stands, the work of 1 cataloging .375 FTE GA is almost exclusively focused on cataloging work for books flagged as issues by the barcoding project.

Tristan has been extremely important to the ongoing success of the project, organizing students' work, preparing materials for them to work on, and running reports. Before his extra help position ends, Tristan will ensure that the project will be set up to continue without any breaks. Alexis and Rylee will be the only undergraduate student workers trained to work on the project; Rylee has also been trained (and will be needed often) to fulfill public service responsibilities as well.

Appendix IV: Archival & Manuscript Processing

For FY2022, our main priorities for the RBML's archives were barcoding and rehousing collections, completing the base inventory and preparation of the Madhubuti and Third World Press papers to come into RBML's vault from our current "dirty" room, and completing an inventory of the Perry Miller Adato Collection in preparation for re-housing and audiovisual preservation. Significant progress was made on the manuscript barcoding project, and it is nearly complete. The Madhubuti collection is now in the RBML vault, and the Adato Collection is nearly fully rehoused and inventoried, despite both COVID19 and the lack of staffing.

There was no one serving in the role of Archival Literary and Manuscript Specialist in FY22. The position has been shifted by the library from a permanent role to a visiting one. A search for that position is underway, but **this leaves us without anyone in a permanent role for processing, describing, and coordinating the use of our two miles worth of manuscripts collections, more than half of which is not fully processed and therefore requires significant staff intervention when requested by researchers or groups.**

Koukouy Chery and Anna Wondrasek served as Archival Gas under the direction of the Head of the RBML. Each of them processed a small collection (Candor Arts Press and the Engstrand collections, respectively) and provided additional support to **Ruthann Mowry, who took over trying to keep processing on the Brooks Collection moving forward without an archivist,** in addition to her other curatorial duties.

Dennis Sears left RBML in December 2021; his reprocessing of the Merwin Collection was incomplete.

As planned, we did open the Brooks correspondence to researchers along with her teaching

materials, poetry/prose drafts, and notebooks. The finding aid for Brooks' correspondence is now publicly available.