

RBML Annual Report
Due: August 31, 2021
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 FY21** (July 1, 2020 to June 30, 2021);

Many of our goals set for FY20 and FY21 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, which continued through June 2021.

- RBML did significant pioneering work in the Libraries on integrating digital presentations and events with online instruction during the pandemic. Curators were requested to participate in a special panel session in February 2021 on “Bringing Subject Expertise Online: BTAA E-Learning and Liaison Collaborations” (<https://uiuc.libcal.com/event/7493399>) to discuss our use of a document camera and other technologies for outreach and instruction work. We also began collaborating with the Champaign Public Library to expand our public engagement work. Recordings of presentations and livestreamed events have been popularly received. (The Halloween witchcraft lecture in particular has a write-up in an ALA volume, *Going Virtual: Programs and Insights from a Time of Crisis* by Sarah Ostman.)
- Our digital pivot also included a revamp of our social media work, including documenting our policies on posting and creating a Social Media Committee. We created an Instagram account to go along with our already-extant Twitter and Facebook pages, and revised our Youtube presence. We also have created a new calendar for synchronizing postings across all our platforms. We also updated our website to include research guides to similarly assist patrons at a distance.
- We also reformatted our reference process during the pandemic to provide timely services for patrons. And like the rest of the library we transitioned from the OTRS system to the new Team Dynamix system, which has required revisions and updates to our training materials and workflows.

- RBML curators and UA archivists, working collaboratively, also concluded the UI portion of the Ithaka S+R Study on Teaching with Primary Sources, the final capstone report of which was published in March 2021 (<https://sr.ithaka.org/publications/teaching-with-primary-sources/>).
- Made substantive progress (there are **now over 50,000 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 **1331 new records** in the catalog, 20% of which were original records contributed to OCLC. RBML catalogers also enhanced **or updated a further 949** titles in OCLC during this reporting period, activity ranging from fully updating existing records to adding local notes or headings. (2)
- We began to implement the new processing plan for our manuscripts collections. Over 100 cubic feet of manuscript materials were processed and made available to researchers through newly created finding aids. The project to integrate separate Merwin finding aids into a cohesive whole is underway and has made it to the third large series?
- We are working towards beginning to complete the plan of the work for the Save Americas Treasures grant application for the Brooks Collection submitted in collaboration with Preservation (FUNDED: \$115,000).(1,2,3)
- We updated our metadata schema in concert with Digital Initiatives to reorganize the RBML digital library. (1,2)
- We have completed a substantive revision of our Collection Development Policy to make our DEIA goals more explicit. We expect to submit it for approval in Fall 2021.
- We converted two in-person exhibitions to digital exhibits on our Omeka-S site: “Making Mr. Darcy” and “Divine Madness” are now available. (1,2,3,4)
- We contributed ongoing input to Library Building Project discussions, with particular emphasis on future thinking for the SCRC. (1,2,4)
- During FY21 there were no public in-person events, public in person exhibitions, or visitor access to RBML during COVID-19.
- Over FY21 we had 13 individual appointment-based visitors to the RBML using the reading room, 5 were first time visits and 8 return visits, with all but one being UIUC affiliated.
- RBML staff answered 424 reference queries, up from 352 last year. (Statistics from Ask-a-Curator OTRS system, not DeskTracker)
- During FY21 we completed **62** patron-initiated digitization requests in-house; **52** items (books) were digitized by Digitization Services to add to the Hathi Trust.
- RBML staff completed an intensive 3-day DEIA and group communications skills pilot program in March 2021. The head of RBML requested this pilot program, designed and presented by Ross Wantland from the Office of the Vice Chancellor for Diversity, Equity & Inclusion, with input from the Head and from the AUL for Digital

Strategies as well as Library HR. The hope is that this program may be expanded for use across the University Library.

- RBML staff completed a disaster recovery tabletop exercise in January 2021 as a skills refresher.

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

RBML in FY21 continued to standardize and document unit workflows and processes and address discovered collection management needs, particularly in light of the ramp-up of the Library Building Project. The continuation of the COVID-19 crisis meant that we also pivoted quickly to provide remote digital public services, including instruction, outreach, reference, and digitization, using new-to-us equipment. **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 take on some collection management projects that we don't have the staff to complete routinely. For example, once we were able to be onsite again, pushing forward with the barcoding project has uncovered numerous cataloging irregularities that are being addressed on the fly as much as possible. The transition to Alma meant that our Rare Book Cataloging Coordinator had to develop an entirely new way of handling the hundreds of "bound withs" (multiple works in a single binding) that we hold, which has now become the process for the entire library. 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 current 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;

Our service programs changed significantly as they were all pivoted to remote and digital only. 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. We had two staff departures at the end of FY21: Adam Doskey left the university, and Siobhan McKissic took on a new role in Ricker.

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, as well as our development of processes for appropriately handling bound-with items in Alma. Our contributions towards digital content creation, collection management, scholarly communications and publishing, and staff training and development include the following:

- RBML collaborates with Preservation on the Brooks Save America's Treasures grant as well as supporting a full time graduate assistant to work on the preservation of the Perry Miller Adato Collection.
- 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 will plan to retroactively converting any possible older exhibitions to this platform as well as using it 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).
- RBML collaborated with IHLC to get them set up using Aeon, and are now working to add ALA Archives, Oak Street, and Digitization Services for FY22.

FY 2021 Events and Outreach:

NB: All of RBML's events and outreach were conducted virtually in 2021. All classes, public programming and outreach activities were pre-recorded or online with a total of 17839 attendees or watchers.

Fall 2020:

- Talk Like a Pirate Day; feat. Dr. Cait Coker. 9/19/20
- Small Press Fest 2020 Video; feat. Dr. Cait Coker. 10/16/2020
- The History of Withcraft Webinar; feat. Dr. Cait Coker and Ruthann Mowry. 10/29/20 (collaboration with Champaign Public Library)
- The Queen, the Book, & the Medieval French Royal Court; feat. Paula Carns. 11/19/20
- Bea Nettles: Harvest of Memory — Opening Zoom conversation with the artist and Krannert Art Museum staff; feat. Caroline Szylowicz. 11/19/21
- The 1920s Exhibit — Director's Cut; feat. Caroline Szylowicz. 12/4/20

Spring 2021:

- Scrap, Excerpt, List: Making Indigenous Archives; feat. Dr. Kelly Wisecup. 2/5/21
- Pi Day Video; feat. Dr. Cait Coker. 3/14/21
- THE ENDS OF THE EARTH: Online Symposium on Polar Print Culture; feat.

Gillen D'Arcy Wood, Hester Blum, and Adam Doskey. Co-sponsored by the Trowbridge Initiative in American Cultures; and iSEE (Institute for Sustainability, Energy, and the Environment). 3/26/21

- Unexpected Finds at the RBML; feat. Ruthann Mowry. 4/9/21
- Shakespeare's Birthday Week Readings; feat. staff and friends of the RBML. 4/19-23/21
- Reading Day Relaxer — Release of Audubon Coloring Book prepared by Carrie Lingscheit. 5/6/21
- Gwendolyn Brooks' Birthday Celebration; feat. staff and friends of the RBML. 6/7/21
- International Kelmscott Press Day; feat. Dr. Cait Coker and Caroline Szylowicz. Plus coloring book prepared by Carrie Lingscheit. 6/26/21

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

- Revision of Collection Development policy to emphasize diversity in collecting completed; submitted for library approval in September 2021.
- Newly catalog gifts related to our Distinctive Collections include over 200 James Bond related items from Michael L. VanBlaricum and 15 Dutch emblem books from R. Tom Zuidema.
- Significant progress on barcoding, including over 50000 books and about 150 manuscript boxes are now barcoded.
- Significant progress on the RBML Collection Description document; this is the first time that there has been a comprehensive attempt to document all of RBML's special, distinctive, and named collections in one document for staff and public use. (70% complete).
- The correspondence, teaching materials, poetry/prose drafts, and notebooks sections of the Gwendolyn Brooks papers are now fully processed and available to researchers.
- Insect mitigation for the Madhubuti collection was completed.

6. 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:

- Implement our revamped outreach, instruction, and public programming goals on a

- hybrid model that reflects our current staffing levels. (1,2,3)
- Continue making substantive progress in the RBML barcoding project. Fully implement barcoding workflow for manuscript collections in addition to books. (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)
 - 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)
 - 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)
 - 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 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 FY22.*
 - **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 FY2022 (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.

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 FY21;**
- 9. the funding source for the unit's GAs (e.g., state funds, grant funds, endowment funds); and**

RBML employed 9 Graduate Assistants (3.07 FTE) in FY21.

- 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
- Jesse Knowles (.35 FTE, funded through NEH funds), served as an Archival Processing GA;
- Jonathan Puckett (.35FTE, funded through NEH funds) served as an Archival Processing GA
- Elissa Mullins (.35 FTE, centrally funded) served as a Cataloging GA;
- Mariagabriella Stuardi (.17 FTE, funded through the Simpson Chair fund), served as a Cataloging GA.
- Kaitlin Hartman (.35 FTE, centrally funded) served as a Curatorial GA
- Ariana Negovschi (.50 FTE, funded through the Chatterjee Fund, worked on Audiovisual Preservation of the Perry Miller Adato collection through Preservation Services.
- 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; 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, progress on our backlog of cataloging the Aron (German pedagogy) and Evron Collins (miniature books) collections, the processing of approximately 100 linear feet of

archival 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 were all completed by our Graduate Assistants.

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) 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 typically routinely open to the public **40 hours per week (9-5, M-F)** year round when the University is open. **We provided remote services only through FY21 due to the pandemic.** In Fall 2021, we will be open to the public 20 hours per week (1-5, M-F) barring any shifts in campus COVID-19 guidance.

2. Personnel

- List, by name, all faculty, Academic Professionals, civil service staff, and Graduate Assistants assigned to the unit in FY21.
 - 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)
 - Adam Doskey, Curator (faculty: 1.0 FTE) (*Left University 8/15/2021*)
 - 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) (*Left RBML 7/31/2021 for another position*)
 - 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)

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- Specify the amount of the unit's FY21 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: \$8000 was spent on student assistants in FY21 (gift funds) with an additional \$23,288.48 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).** Regular student assistants: Fall: 0.74 FTE (29.5 hours); Spring: 0.61 FTE (24.5 hours) Barcoding project students: Fall: .51 FTE (304 total hours, ~20 h/week); Spring: .62 FTE (397.5 hours, ~25 h/week); Summer: 1.5 FTE (419.5 hours, ~60 h/week)

During Fall semester 2020 and Spring semester 2021, Claire Baytas worked as a research assistant (40% assistantship = 16 hours per week), using Dutton funds for the first two months and switching to CRB funds after that.

3. User Services

Gate Count:

- Over FY21 we had 13 individual appointment-based visitors to the RBML using the reading room, 5 were first time visits and 8 return visits, with all but one being UIUC affiliated.
- All classes, public programming and outreach activities were pre-recorded or online with a total of 17839 attendees or watchers. The most popular of which were the Illini Fest video (13727 views), “History of Witchcraft” Zoom lecture run in conjunction with the Champaign Public Library (3100), and Shakespeare’s birthday video (213 views).

Circulation:

- In FY21 there were 120 registered users. 24 identified as UIUC affiliates, 96 others were unaffiliated or did not report an affiliation.
- A total of 530 items were charged out: 52 items used by patrons and 92 by RBML staff; activities (classes, presentations, tours, digitization, events, exhibits) accounted for 365 requests.

Reference interactions:

- From July 2020 through June 2021, The RBML team answered **424** reference questions. Our number for FY20 was 162, so our reference requests this year were approximately 2.5 times higher.

Instruction & Presentations:

- RBML prepared 18 classes & 17 presentations, reaching an audience of 4378, with 352 items from the collections being used or evaluated for use.

4. Other statistics (optional)

Digitization Requests

- RBML completed 62 patron digitization requests internally, bringing in revenue of \$2996.00.
- Digitization Services completed the digitization of 52 items that were added to the Hathi Trust.

Staff processed 1046 Aeon requests during FY21, broken down as follows:

- Checked out to patrons, staff or to activities: 530 (106 for exhibits and 129 for public events and outreach.
- Items placed on hold but not checked out: 516.

III Appendices (optional)

Appendix. I Collection Development:

Our collection development work this year focused upon expanding and diversifying the voices and perspectives in RBML collections. The McConachie Fund allowed us to acquire a first edition of a famous 17th-century transgender lieutenant nun's memoir (1585 or 1592-1650) of their adventures in Peru, Panama and Chile; several late 19th- and early 20th novels and volumes of poetry by African-American authors including Paul Laurence Dunbar and Gwendolyn Brooks; and early 19th-century accounts of presentation of Esquimaux people in Scotland and France. Curators Ruthann Mowry and Cait Coker prepared a successful bid to the University's Chester Fund to acquire a complete book of hours (France, Rouen, workshop of the Maître de l'Echevinage), to enrich the RBML's medieval holdings. The White fund for History of Science funded acquisitions of works on botany and forestry, alchemy (16th century), a treatise on obstetrics and gynecology written by a woman (17th century), and a study of lunar craters. We also purchased an additional letter from Marcel Proust to one of his longtime friends and editor of the influential daily *Le Figaro*, days before the publication of his novel *Swann's Way*, in November 1913. This letter is illustrative of Proust's strategy for promoting his upcoming work.

Notable gifts included large donations of literary works from the estates of professors Nina Baym and Jack Stillinger (Dept of English) accompanied by a supporting endowment, and another installment of archival materials on cinema studies from professor Robert Carringer. Smaller gifts were added to the VanBlaricum, Ian Fleming, Baskette, Sandburg, Lieberman, and Modern Poetry collections.

Appendix II: RBML Cataloging

Academic Year 2020-2021 Narrative

RBML cataloging staffing: one 1 FTE Academic Professional (RBML Cataloging Coordinator, Chloe Ottenhoff), one .35 FTE Graduate Assistant (Elissa Mullins), 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 Scott Walter Comics destined for Oak Street. 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.

The pandemic, of course, greatly affected the cataloging project. During lockdown, the de-duplication of records in Voyager with the same OCLC numbers, in preparation for the migration to Alma, became the priority. RBML had nearly 10,000 such records and we were greatly successful in preparing our records for migration. Also during lockdown, the RBML Cataloging Coordinator conducted two cross-training sessions with ACS staff on rare book cataloging.

The migration to the library's new ILS, Alma, in late June 2020 also had a great impact on the cataloging project. In addition to training and figuring out the new system, many decisions affecting special collections catalog records had to be weighed, researched, and made. One such decision was whether special collections records should be in the Institution Zone (IZ) or Network Zone (NZ). Because records in the IZ would be afforded an added level of protection from overlay by other institutions' catalogers, we worked with Michael Norman to move all of special collections records (RBML, IHLC, and some Maps) to the IZ following a post-migration workflow. Unexpected effects of this 'unlinking' from the NZ ensued, including the deletion of all of RBML's (etc.) holdings from OCLC (resolved). Another major hiccup in the migration to Alma was with records for boundwiths. The RBML Cataloging Coordinator researched other institutions' workflows for boundwiths and experimented with linking records, which led to the development of workflow now adopted by the library at large. 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 22 authority records to this national program.

RBML catalogers created 1,331 new item records* in the catalog during the reporting period. The items added represent 12 different formats, including audio cassettes, serials, artworks, manuscripts, and realia. 969 new item records were added for regular print monographs; 286 for serials; 43 for manuscripts; and 8 for maps, artworks, and realia. RBML catalogers created 267 originals records in OCLC and enhanced or updated a further 944 OCLC records.

*Reporting in Alma is not as nuanced as that in Voyager. In Voyager, the number of bibliographic, holdings, and item records added, updated, and overlaid could be reported, including the operator who made the action and the full bibliographic information of the title, including language and format. In Alma, only the number of *items added* can be reported, broken down by format. The number of items added do not reflect the number of records added, edited, updated, enhanced, or fixed. The number of records added, edited, etc. in Alma is self-reported by each cataloger and is therefore subject to inaccuracies and under-reporting.

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: Michael VanBlaricum (James Bond/Ian Fleming, ~200 titles (ongoing))
- Gift: German-language titles and fine press books (~50 titles)
- Gift: R. Tom Zuidema (Dutch emblem books, bibles ~15 titles)
- Purchase: S.S. Koteliansky (translations of Russian literature, Wells-related, ~70 titles)
- Purchase: Early cloth bindings (~25 titles)
- Purchase: Elena Gallegos manuscripts related to Latin-American history (4 mss.)

- Purchase: Emblem book manuscript

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.

The barcoding project continues in full force. We were able to barcode an additional 22,069 this past academic year. We have barcoded close to 50,000 volumes since the project began. As part of this project, many bibliographic problems and errors are being discovered in the catalog, 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. Additionally, a shelf-reading component has been added to the project, which will identify volumes that were unable to be barcoded because a title is uncataloged and not in the system at all, or some other problem. 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.

Statistics at-a-glance:

Items added:

Library	Rare Book and Manuscript Library	Original Records created in OCLC	267
Audio cassette	14	Enhanced Records in OCLC	944
Book	969	Name authority records created	14
Bound Issue	161	Name authority records edited	8
Ephemera	1	Volumes Barcoded	22,069
Graphic	3		
Issue	125		
Manuscript	43		
Map	1		
None	10		
Other	1		
Rare	1		
Realia	2		
Grand Total	1331		

Appendix III: Archival & Manuscript Processing

For 2020-2021, 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 despite COVID-19.

As planned, we did open the Brooks correspondence to researchers along with her teaching materials, poetry/prose drafts, and notebooks. The finding aid for these materials is available locally but is not yet fully public (until the collection is completed).

Siobhan McKissic completed a survey of the status of all RBML manuscript collections holdings and their levels of description, now used in current and future planning. Archival graduate assistant Jonathan Puckett fully processed and created finding aids for numerous small collections to make them available to patrons. Although it was a daunting year, we're incredibly proud of what the archives students (and the barcoding students) were able to complete this year. *(NB: Summary written by Unit Head as Siobhan McKissic left RBML in July 2021 for a new position without completing a summary)*

Appendix IV: Proust Project

During Fall semester 2020 and Spring semester 2021, Claire Baytas worked as a research assistant (40% assistantship = 16 hours per week), using Dutton funds for the first two months and switching to CRB funds after that.

A grant application was submitted in early December 2020 to the NEH's Scholarly Editions and Translations program – declined in August 2021 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 2021 and a CRB application was completed 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 \$13,000 remaining in Dutton funds from the initial \$25,000. Julien Berthelon was hired as a research assistant (40% assistantship) as of August 16, 2021 for the Fall 2021. If CRB funds are awarded in early October, his contract will be switched over to CRB funds for Fall and Spring. If funds are not awarded, he will complete his Fall assistantship on the remaining Dutton funds, and the Dept of French and Italian will hire him as a TA in the Spring.