The following annotated bibliography contains only published standards and guidelines prepared by the section. All but the last two have received final approval. For a brief list of standards and guidelines now being prepared (or under consideration) by the section please write to: The Secretary, Rare Books and Manuscripts Section, Association of College and Research Libraries, 50 East Huron Street, Chicago, IL 60611-2795. All items listed here are available from ACRL at the address given above: offprints of articles are free; separately published items have their costs given following their citation.


This draft proved to be the final statement when it was subsequently accepted unaltered by the Standards and Accreditation Committee of the Association of College and Research Libraries. A slightly revised version has been prepared and will be published soon by the ad hoc committee’s successor, the Security Committee. As stated in the introduction, “these guidelines are written to identify the general topics to be considered in an adequate security program.” The topics are: the naming and duties of a securities officer; the establishment of

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a security policy; access to the special collections building or area; training and supervision of the staff in security measures; identification of items in collections; and legal responsibilities. An appendix, which is as long as the guidelines, gives recommendations for marking rare books, manuscripts, and other special collections.


These standards delineate the conduct expected of rare book, manuscript, and special collections librarians in the following areas and activities: control of access to materials; deaccession; appraisals; preservation; theft; personal research; personal collecting; and personal dealing. They contain the recommendation that: "Appropriate supervisors should give a copy of these standards to all currently employed and newly employed rare book, manuscript, and special collections librarians in their institutions." The error in the title (libraries for librarians) is confirmed by Terry Belanger, committee chair.


A series of statements and a form, first published in *College & Research Libraries News*, 1973-1977, and here republished with a new introduction. Currently under review by the section's Standards Committee and other section committees. The statements are on the following topics: appraisal of gifts; legal title; access to original research materials in libraries; archives, and manuscript repositories; reproduction of manuscripts and archives for noncommercial purposes; and the same for commercial purposes. Following the statements is a universal gift form, with instructions for drawing up deeds of gift.


This statement was developed by the Committee on Manuscripts Collections of the Rare Books and Manuscripts Section of the Association of College and Research Libraries and by the Committee on Reference and Access Policies of the Society of American Archivists. It revises and replaces the "Statement on Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories" (issued as part of the *Guidelines on Manuscripts and Archives* listed above) as well as the "Standards for Access to Research Materials in Archi-
val and Manuscript Repositories” (The American Archivist 37 (January 1974):153-54). This revision contains guidelines for libraries, archives, and manuscript repositories. They state the ways in which libraries, etc., should provide (or in a few cases restrict) access to original research materials in their possession.


37p.; ISBN 0-8389-6612-8; $7.50 ($5.50 to ACRL members).

Additions and corrections to this list have been prepared by the Standards Committee and appear in College & Research Libraries News 48 (October 1987):558-60.

“Genre” is defined in the introduction as “a recognized category of works (not their physical manifestations) characterized by a particular form, purpose, or content.” The thesaurus is an attempt to standardize terms used to identify genres, so that these terms can be used as access points on catalogue records. Some terms in this list are: Epics; Fanzines; Captivity narratives; and Passenger lists.


Two thesauri in one alphabetical list, with separate hierarchical arrangements of printing terms, and publishing and bookselling terms. The thesauri are an attempt to standardize terms used to identify “examples of physical evidence of production methods and of publishing/bookselling practices” so that these terms can be used as access points on catalogue records. Examples of terms are: Cancellation slits; Piracies; Casting off errors; and Review copies.


The first edition was published in College & Research Libraries News 41 (September 1980):238–39, and a second edition was published in College & Research Libraries News 42 (October 1981):322–25. These terms may be appended to added entries on a catalogue record in order to distinguish “different kinds of contributors to the intellectual content, physical production or provenance of
items.” Some terms in the list are: Calligrapher; Dedicatee; Former owner; and Type designer.


A draft; to be reviewed by the Standards Committee of the American Library Association. The introduction states that the guidelines “relate to librarians’ responsibility to identify rare and valuable materials in general and open stack collections and to arrange for their transfer to the greater security of special collections departments.” The following topics are covered: the necessity for a written transfer policy; procedures (how to find items to be transferred, conservation treatment, ways to change records); and what items (or categories of items) are candidates for transfer.


To be reviewed by the Standards and Accreditation Committee of the Association of College and Research Libraries. The guidelines provide information on what to do before a theft occurs (including preventive measures); outline what to do after a theft occurs; and conclude with a draft of model legislation (on the state level) concerning theft and mutilation of library materials.

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