RARE BOOKS AND SPECIAL COLLECTIONS

Sidney E. Berger
CONTENTS

ix  Illustrations
xi  Foreword, by Joel Silver
xiii Acknowledgments

INTRODUCTION .................................................. xv

1 ) SOME PRACTICAL REALITIES .............................. 1

2 ) RUNNING A RARE BOOK DEPARTMENT ................. 25

3 ) ARCHIVES .................................................. 61

4 ) THE PHYSICAL MATERIALS
   OF THE COLLECTION ..................................... 77

5 ) PHYSICAL LAYOUT AND OPERATIONS .................. 161

6 ) FUND-RAISING ............................................. 173

7 ) SECURITY ................................................... 187

8 ) LEGAL ISSUES ............................................. 211

9 ) BIBLIOGRAPHY ............................................. 249
| 10 | BOOK COLLECTING AND HANDLING | 297 |
| 11 | OUTREACH | 341 |
| 12 | PRESERVATION, CONSERVATION, RESTORATION, AND DISASTER PLANNING | 355 |
| 13 | SPECIAL COLLECTIONS DEPARTMENTS TODAY | 417 |
| 14 | OTHER ISSUES | 457 |
| AFTERWORD | 483 |

**APPENDIX 1**
RBMS Thesauri and Rare Book Cataloging | 485

**APPENDIX 2**
Levels of Collecting and the RLG Conspectus | 489

**APPENDIX 3**
Booksellers' Catalogs and the Business of Selling | 493

**APPENDIX 4**
Paper Sizes | 505

**APPENDIX 5**
RBMS Standards and Guidelines | 509

**APPENDIX 6**
Department Forms | 511

**APPENDIX 7**
Citing Sources and Plagiarism | 519

521 Index