

# HISTORIC LIBRARIES FORUM

## BULLETIN NO. 21

February 2012

The HLF ended another successful year with our annual conference and AGM in November, on the subject of “Hard Times”, which many found pertinent in the current climate. We had some excellent feedback and suggestions for future conference and workshop topics. My thanks go to the organisers for all the hard work they put in.

One of the questions raised at the AGM was communication with members, as we are investigating sending information out in the most effective way. If you weren't at the conference do let us know whether you would prefer more emails from us, whether you've used the Facebook page or prefer not to, or whether you would be interested in following us on Twitter, where we have just set up an account: @HistLibForum. Our Facebook page has moved and may now be found here:

<https://www.facebook.com/#!/pages/Historic-Libraries-Forum/243745789014432>

Thanks also go to Peter Hoare, who stepped down from the committee at the AGM. As many of you know, Peter was instrumental in setting up the HLF originally and was Chair for many years. Without his help for struggling libraries and enthusiasm for networking many more libraries in danger would have been lost.

2011 saw the launch of the HLF mentoring scheme and we now have several mentors and mentees matched up. Do get in touch if you are interested in being either a mentor or a mentee. There will be more about the scheme in future bulletins. Further details are available here:

<http://www.historiclibrariesforum.org.uk/hlf/contact.html>

We have also just launched the latest in our series of cataloguing guides –*Cataloguing Printed Music*, written by Elizabeth Quarmby-Lawrence. I hope this will be useful to many of you and please let us know if there are further topics you would appreciate. Cataloguing guides and past Bulletins may all be found on the website publications page. The website is being reorganised, with past events now on their own page, and we are in the process of providing more reports of past events on this page to make them easier to find.

We are planning various workshops in 2012, details of which will appear in the next bulletin and also via email, Twitter and Facebook. We are always looking for new venues for workshops, and are exploring the possibility of holding one on conservation or cataloguing rare books in Plymouth. Please let us know if you would be interested in travelling to Plymouth for a workshop.

Finally, Facet Publishing have offered a 15% discount to HLF members on Alison Cullingford's new book *The Special Collections Handbook*, see p.6 for more

information about the book. Simply email [info@facetpublishing.co.uk](mailto:info@facetpublishing.co.uk) stating that you are a HLF member to receive the book for £46.70 with free P & P.

Katie Flanagan, Chair

## HLF NEWS

### **Mailing List – Important notice**

HLF now sends out information by email, so if you have not given us your email address you will miss announcements such as early notification of our courses, funding opportunities and occasionally jobs. We would also like to send you the Bulletin by email to save postage. Increasingly it contains URLs which are of most use in the electronic version. We comply with the data protection act and promise not to flood your inbox. Please send your email address to the Membership Secretary, Thomas Gordon. ([Thomas.Gordon@manchester.ac.uk](mailto:Thomas.Gordon@manchester.ac.uk))

### **HLF Website's new feature**

In the last few years Google maps have become a fashionable way of plotting locations with data attached. Having seen one for the 2011 KJV celebrations across the country <http://www.sheffield.ac.uk/kjv/exhibition/treasure/map>, the HLF Committee thought it would be a good idea to join the bandwagon. We produced a pilot map, showing just the libraries of committee members, and discussed what information to include. We could anticipate quite a heavy burden of updating if we put in too much, so decided to limit entries to name and address of library, a short description and a website link. Our intention is to show, as a minimum, the 200+ libraries in which our members operate. The work of setting up and data entry was done by a student with no specialised knowledge, so the content may already need revision.

We would be grateful if members could check that their libraries are represented, and are in the correct location, and that the description is as they would wish. In future, if your URL changes, please remember to tell the HLF webmaster, Liam Sims, [ls457@cam.ac.uk](mailto:ls457@cam.ac.uk). We hope you will find the map useful when contacting other libraries or when visiting a new district. Comments are always welcome. <http://batchgeo.com/map/dca628570e1ec0c365c50eb7596774ca>

### **HLF Annual Forum: “Hard Times” – 15 November 2011**

Held at the Royal Asiatic Society (with thanks!), this year's Forum welcomed a new chair and two new faces to the committee.

The guest speakers offered a range of talks under the wider theme that gave the conference its Dickensian title. **Phil Sykes (University of Liverpool)** opened with some sound advice on how to approach the powers that be with business cases and budget proposals. He used the lovely phrase *journey of imagination* to encapsulate what the collections we all work with can offer to the intrepid explorers who use them.

Coming from an academic library standpoint, Phil argued that when we are addressing people who hold the power and the purse strings and, often, have considerable calls on resources beyond that of the library, we need to be pragmatic. Phil therefore suggested emphasising the benefits of the library to the bigger picture. Three key points he identified were:

- the research reputation that a strong library service can engender (amongst academics and the media);
- the perceptions of the students who use it (which can be measured by the National Student Survey);
- the financial health of the whole organisation (by attracting new students and academics).

Phil expressed what we probably all know in our hearts – people don't read everything we write! When writing a business case document:

- be realistic
- rather than being a comprehensive but incomprehensible document, get to the point and be memorable
- communicate your key points clearly, and probably do this at the beginning of a document
- don't be arrogant, demanding or threatening.

For a meeting to discuss your case:

- get it to the top of the agenda so you won't find your allocated time is cut short
- practice getting the points across beforehand, so you can edit down to the core arguments
- be clear and obvious (what do you *want* to say?)
- avoid bland jargon.

Be aware of your audience, and tailor appropriately.

Finally, Phil concluded that part of success in this area is building a favour bank with decision makers. If you can surpass their expectations when they ask for a service, hopefully they will remember it when you come before them with your proposal...

**Katie Birkwood (Cambridge University Library)** gave an enlightening talk on the 23 Things for Professional Development scheme.

<http://cpd23.blogspot.com>

Conceived as a 'free' way of learning and developing in times of restricted budgets, staff at Cambridge's libraries were invited to contribute and draw up a module to form one of the 23 points (reduced from similar US versions that had unwieldy 43 points!). The project was open to anyone wishing to develop skills both as a librarian, information professional and as a human being... Ultimately nearly 800 people signed up to the programme, each setting up their own blogs as a starting point. The most successful of the 23 segments were:

- creating a blog
- personal brand (understanding that you need to consider how you communicate in new media)
- meeting and engaging with other participants

- reflective practise
- job applications

There was criticism, but Katie pointed out that the whole idea was that it was a way to explore any of the 23 topics that were of interest:

- in your own free time, when convenient
- in bite-sized chunks
- as it suited – the point was to do enough, not to achieve perfection
- tagging, transcribing, and linking data

All in all, this was a very successful scheme that introduced people to new areas of information provision, or enhanced the skills of those who already used some of these. This community learning model should be considered when budgets for training courses are tight.

**Alison Cullingford (University of Bradford)** gave some ideas on making the best of things with very limited budgets and uncertain futures. With a growing band of online resources (EEBO, Google etc) undermining some arguments of the worth of historical libraries, Alison outlined the strengths of such libraries that need to be emphasised:

- they are a treasure trove – unique collections show what original collectors were thinking, and often have annotations that won't appear on Google Books...
- the books are much more than text – they are objects with unique provenances
- power of the real – books are artefacts to be admired, attractive to audiences (exhibitions)
- they aid learning, teaching and research

they can attract new audiences when shared via new technology – crowd sourcing for whether a project is necessary when looked at alongside the bigger picture of strategy. Instead of installing an expensive physical exhibition, with issues of insurance and conservation, consider making it an online exhibition, with a potentially wider audience, instead. Be aware of where the money for activities comes from, and that there are many others trying to get something from the same small pot, so being pragmatic and sensible can win you friends and inspire confidence.

The – slightly – contentious issue of volunteers, in these times of cuts, was addressed by **Edward Weech (Bishopsgate Library)**. His library has long used them to both augment their work, enabling paid staff to concentrate on large projects, but also to provide valuable work experience for the volunteers. The volunteers don't carry out public services, but have catalogued just under 20% of the 50,000 items to have been worked on in the past six years. Although their work has to be checked, Edward explained that this was still a considerable saving on the librarians' time. The volunteers are recruited through email lists and a regular intake of placements from UCL's department of information studies. CVs and covering letters are required, and references sought. Edward explained that the volume of work that the volunteers undertake is of great benefit in terms of time, whilst the range of backgrounds of the volunteers means they can offer refreshing ideas and an awareness of new/current issues. When they move on, these ex-volunteers promote the library, spreading the word.

**Senate House Library** established a Friends group in 1988. **Karen Attar** presented some of the pros and cons of such a scheme. Primary amongst the benefits were the group's assistance with fundraising and for advocacy. Income from membership fees was fairly negligible, with membership standing at 140 in 2009, double that of 2002, but perhaps showing the difficulty in making such a group attractive. With small number like this, the value of running a bookclub, three group meetings a year and issuing a newsletter could be questioned. However, Karen reiterated the help the Friends – clearly very interested in the library – were in terms of raising money for acquisitions and equipment. The conclusion could probably be drawn that if you have the resources and enthusiasm, a Friends group provides a ready audience for your activities and valuable support, and so should be given due consideration.

**Jonathan Harrison (Senate House Library)** recounted his successful bids, while at St John's, Cambridge, for Heritage Lottery Funding (the other, but for the next bit only, HLF).

With reduced budgets, Jonathan stressed that the HLF was an important external funding source to consider for large, desirable projects. His experiences were positive – in 2007 St John's bid for £48,000 to pay 50% of staff fees for a three year project to catalogue and promote the archive of astronomer Sir Fred Hoyle. This had the benefit of being the collection of a well-known local with much public interest. A second bid in 2010 for £40,000 to cover 50% of staff fees for a similar project on Samuel Butler's archive again proved successful.

Strengths of the bids included:

- the collection was surveyed for volume, so it could be quantified in the bid
- these were the collections of high profile personalities
- there was an existing and demonstrable potential audience for the completed work
- a realistic time frame and level of money sought was reached before applying

Jonathan explained that the HLF and other bodies were happy to discuss and give advice before applying and which, in these instances, encouraged him that the projects were likely to be well received. He noted that:

- applications could be made at any time
- there is a single round application process
- decisions are made within ten weeks
- the HLF lets you get on with the project once greenlit
- there is a high success rate amongst applications (90%), so work to get it right

Peter Basham  
Historical Collections Assistant  
Royal College of Physicians

A longer version of this report can be found on the HLF website.

<http://www.historiclibrariesforum.org.uk/hlf/pastevents.html>

## **Introducing The Special Collections Handbook**

I wrote the Handbook with members of this group very much in mind, trying to offer help to solo librarians with limited funding, though it is relevant to staff in any special collections setting. Beginning with the basics of collections care and emergency planning, I cover collections development, cataloguing, keeping things legal and services to users, before emphasising the importance of marketing, fundraising and advocacy.

I've put the many web links from the book and other useful resources I have since discovered on the Handbook's website, which I'll continue to maintain. I would be very interested in any comments on the book or suggestions for the website.

<http://specialcollectionshandbook.com>

Alison Cullingford  
Special Collections Librarian, University of Bradford

## **From Hidden Gems to Greatest Treasures: The Unique and Distinctive Collections Project**

A new project aims to help organisations make the most of their “unique and distinctive” collections.

Archives, rare books, maps and other collections, and the historic libraries in which they are often housed, are among the most exciting materials held by universities and other organisations. They offer scope for engaging the public, research and teaching, and are unique selling points for marketing and fundraising. However, they are all too often hidden gems, poorly funded and understood, often struggling under burdens of uncatalogued material, heavy and unrealistic demand, limited staffing and inappropriate spaces; not to mention the implications of the growth of digitisation and born-digital materials.

The Unique and Distinctive Collections Project, funded by Research Libraries UK (RLUK), aims to help organisations do more with their collections. As Project Manager, I am exploring the challenges faced and the ways in which libraries are tackling these, including collaboration and exploiting new technologies. The Project also incorporates the publication of the recent OCLC Survey of UK special collections, which will make far more data about the management of such collections available than ever before. The final report, to be published in September 2012, will gather evidence and offer recommendations and examples of best practice which will help curators and their managers to find new ways to work and to make the case for their collections to their funders.

Although funded by RLUK, this project is relevant to all unique collections, not just those in RLUK libraries. The issues which will be outlined in the report are common to all, and many of the ideas will help collections throughout education, public libraries, historic houses, cathedrals, museums and more. We are not aiming to list collections, but to explore and address issues that prevent collections from fulfilling their great potential.

You can keep in touch with project progress via the blog:  
<http://rlukuniqueanddistinctive.wordpress.com>

or contact me:

Alison Cullingford

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## **Cathedrals celebrating the King James Bible in 2011**

It was published in 1611 as the Bible “Appointed to be read in Churches”; the celebrations to mark its four hundredth anniversary in 2011 mostly referred to it as the King James Version, or the King James Bible, as it is known in the United States of America.

Cathedrals entered into the celebrations with vigour, holding special services, using the Authorised Version as the text for readings during the year, and mounting exhibitions in which they could also show off some of the treasures from the often little-known library collections to be found in most of our cathedrals. More cathedrals than can be mentioned here participated, but what follows seeks to offer an idea of the range of activities.

Southwark Cathedral, the burial place of Lancelot Andrewes, a leading member of the translation committee, took the reading for Choral Evensong on Sundays throughout the year from the Authorised Version. Norwich Cathedral, similarly, used the Authorised Version for readings at daily Evensong, using their 1935 edition designed by Bruce Rogers and given by the Friends of Norwich Cathedral. Hereford Cathedral held a series of lectures including one by John Tiller on Miles Smith, who was Canon of Hereford Cathedral as well as chief translator of the Authorised Version.

Some of the riches on display were famous editions such as a Wycliffe New Testament manuscript from about 1410, a 1539 first edition Henry VIII ‘Great Bible’, a 1540 ‘Great Bible’ including Cranmer’s famous Preface, a sixteenth century Geneva Bible, a 1611 first edition ‘He’ Bible, and a 1611 first edition ‘Judas’ Bible – all displayed at Lichfield Cathedral. Bibles of more specific or local interest included the “Sheffield Flood Bible”, presented to survivors of the great Sheffield flood of 1864, and a bible owned by Edith Cavell containing her marginal annotations.

Norwich Cathedral worked in partnership with the Jarrold Printing Museum to enable a printing element within their exhibition. The museum contributed a nineteenth-century printing press to the exhibition, for which was recreated by Professor R. Stanley Nelson of the Smithsonian Institution a form of type recreating the first two pages of the book of Genesis.

Winchester’s exhibition was entitled “Reading the book of books” and used digital media to allow visitors to hear the Bible read in Hebrew, Latin and three English versions.

Many cathedrals held lecture series covering themes such as the Bible’s poetry, prose and legacy. Ely Cathedral’s lecture series included some wider themes, such as the

Bible and the environment, other faiths, women, the poor and justice; speakers included Melvyn Bragg, Elaine Storkey and Richard Bauckham.

The Cathedral Libraries and Archives Association produced a leaflet about the King James Bible anniversary which was distributed to all cathedrals, to highlight not only the celebrations but also the role of libraries and archives within cathedrals.

The King James Bible is a treasure trove of theological, cultural, linguistic and literary significance; its four hundredth anniversary gave cathedrals a worthy opportunity to demonstrate their treasure trove of collections and expertise.

Gudrun Warren, Librarian of Norwich Cathedral and Secretary of  
the Cathedral Libraries and Archives Association.

The CLAA Newsletter is at <http://www.churchofengland.org/about-us/structure/churchcommissioners/librariesandarchives/cathanddioceslibs/claabasicdetails.aspx> on the right hand side of the page.

## What is RDA?

RDA: Resource Description and Access is the new cataloguing standard intended to succeed Anglo-American Cataloguing Rules, 2nd edition (AACR2) as the preferred standard for library cataloguing. RDA goes beyond earlier cataloguing codes in that it provides guidelines on cataloguing digital resources and places a stronger emphasis on helping users find, identify, select, and obtain the information they want. RDA also supports the clustering of bibliographic records in order to show relationships between works and their creators. This important new feature makes users more aware of a work's different editions, translations, or physical formats. The RDA Toolkit provides a collection of cataloguing resources; RDA itself, full text of AACR2 and Library of Congress Policy statements as well as mappings of RDA to different schemas, including MARC 21. For more information on RDA see the JSC website <http://www.rda-jsc.org/rda.html>.

## NEWS FROM LIBRARIES

### **Dr Williams's Library**

The Principal Librarian, Alice Ford-Smith, writes that fifteen years of cataloguing has resulted in records for some 38,000 books, pamphlets and offprints in Dr Williams's Library and the Congregational Library being available online. The catalogue also includes references to over 65,000 journal articles. Work to add records from pre-1987 card catalogues is still going on. Feedback would be welcomed.

<http://mailgate.dwlib.co.uk/Heritage/>

### **King's College Cambridge**

King's unique manuscript of Jane Austen's unfinished novel *Sanditon* is now available online where you can view digital facsimiles of the pages and read a searchable transcription of the text. The manuscript was given to King's by Mary Isabella Lefroy in 1930, in memory of Provost Augustus Austen-Leigh and his wife, Mary's sister Florence.

The Jane Austen Fiction Manuscripts Project aims to digitise all surviving manuscripts of Austen's fiction to create an online collection of her work and allow scholars across the world to access these fascinating documents. The project is organised by the University of Oxford and King's College London, and funded by the Arts and Humanities Council.

<http://www.janeausten.ac.uk/index.html>

Peter Jones, Librarian

Editor's Note: On March 1<sup>st</sup> (World Book Day) there will be a one-day display in the Bodleian Library, Oxford, of Jane Austen's manuscripts from the Bodleian Library collections, showing the newly acquired handwritten manuscript of her unfinished novel, *The Watsons*.

### **Wellcome Library**

ProQuest is digitising more than 15,000 of the Wellcome Library's world-renowned collection of rare books, published between 1485 and 1700. This is the only English collection to be included so far in ProQuest's Early European Books Project, whose scope will encompass all works printed in Europe before 1701, regardless of language, together with any works in European languages printed further afield. Full-colour, high-resolution (400 ppi) facsimile images are scanned directly from the original printed sources. Each item is captured in its entirety, complete with its binding, edges, endpapers, blank pages, and any loose inserts.

### **Cambridge University Library: Two new electronic resources from the Incunabula Cataloguing Project**

To celebrate Cambridge University Library's Andrew Mellon Foundation-funded [Incunabula Cataloguing Project](#) entering its third year, the Library is delighted to announce the creation of two new electronic resources relating to incunabula.

By October 2011 the Project had produced 1645 detailed descriptions of the Library's fifteenth century printed books. All these can be found on the University Library's [Newton](#) and [LibrarySearch](#) catalogues, available worldwide. The catalogue has been supplemented by a [highly successful blog](#) detailing discoveries made in the course of the work which has attracted attention from scholars in Europe, America and Japan.

A new enhancement to the online catalogue is the launch of two provenance indexes, updated daily, listing the former [personal](#) and [institutional](#) owners of books and the volumes which they owned. By November 2011 this contained over 700 names of former owners, both individuals and institutions.

To support and supplement the work of the Incunabula Project, a [comprehensive history](#) of the incunabula collection has now been published online. Based on J.C.T. Oates' historical introduction to his printed catalogue, this resource is illustrated with images from the collection, and provides a thorough introduction to many of the major and minor donors from 1475 to the mid twentieth century.

William Hale

### **The Hurd Library**

Although the Hartlebury Castle Trust's application for purchase to the Heritage Lottery Fund was unsuccessful, the Fund has indicated that it is willing to consider a fresh application if negotiations with the Church Commissioners on a more advantageous price can be brought to a successful conclusion.

The Hurd Library was on TV recently in Michael Portillo's Great British Railway Journeys series.

Christine Penney, Hon. Librarian

### **Heritage library tape**

Caroline Bendix writes: I am delighted to say that from mid November, or thereabouts, Conservation By Design ([www.conservation-by-design.co.uk](http://www.conservation-by-design.co.uk)) will be stocking the mid-brown (Product Code - SUCHTT7735) and dark brown (Product Code - SUCHTT7736) shades of the 13mm wide cotton tape in 50m rolls, as "heritage library tape".

## **FORTHCOMING EVENTS**

**The Preservation Advisory Centre** is running a number of courses that may be of interest to members. See <http://www.bl.uk/blpac/events.html> for details.

16 Feb	<a href="#">Preserving historic photographs (London)</a>
7 Mar	<a href="#">Damaged books: first practical steps (London)</a>
14 Mar	<a href="#">Promoting good handling (London)</a>
18 Apr	<a href="#">Introduction to preservation (London)</a>
22 May	<a href="#">Preservation Assessment Survey workshop (London)</a>
11 Jun	<a href="#">Writing and using a preservation policy (London)</a>
4 Jul	<a href="#">Disaster response and salvage (London)</a>
12 Jul	<a href="#">Preserving historic photographs (London)</a>
19 Jul	<a href="#">Understanding and caring for bookbindings (London)</a>

### **Seminars on the History of Libraries**

A series of research seminars, which are freely open for anyone to attend, has been organized by the Institute of English Studies, School of Advanced Study, University of London. Venue: Senate House, Malet St., London WC1E 7HU.

Meetings will take place monthly during term-time on Tuesdays at 5.30 p.m.. Most meetings will take place in Senate House, but rooms will vary. The latest information on room allocations will be displayed on the website of the Institute of English Studies.

**February 14** *Alessandra Panzanelli* (University of Perugia): 'An Unpublished Treatise of Librarianship in the Italian Renaissance: *De Bibliothecis disponendis et informandis*, by Prospero Podiani (Perugia ca. 1535 - 1615)'.  
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**March 6** Fr *Peter Harris* (Dean of Tower Hamlets): 'An English Island in Castile: the slumbering treasures of the Biblioteca of the Royal and Pontifical College of St Alban, Valladolid'.

**April 3** *Elizabeth Evenden* (Newnham College, Cambridge): 'Selectivity and Survival: Matthew Parker and the Role of the Codex in Early Modern England'?

**May 1** Dr. *Karen Attar* (Senate House Library): 'The University of London Library during the Second World War'.

**June 12** Dr. *David Shaw* (Canterbury): 'Interpreting the Benefactors' Book: a documentary and bibliographical account of Canterbury Cathedral Library in the seventeenth century'.

*This meeting will be held in the Guard Room at Lambeth Palace.* Intending visitors are asked to contact in advance [mary.comer@churchofengland.org](mailto:mary.comer@churchofengland.org).

**July 3** Professor *Alistair Black* (University of Illinois, Urbana-Champaign): "'The necessity of clear expression": home-grown writing, organisational learning and the library staff magazine in Britain in the first half of the twentieth century'.

Information concerning the Institute of English Studies may be found on its website, <http://www.ies.sas.ac.uk>, or email [Jon.Millington@sas.ac.uk](mailto:Jon.Millington@sas.ac.uk).

### **Incunabula on the Move, 6 March 2012, Clare College Cambridge**

The year 2012 marks the 100th anniversary of the birth of J. C. T. Oates, editor of the monumental *Catalogue of the Fifteenth-Century Printed Books in the University Library, Cambridge* (1954). To commemorate Oates's contribution to incunabula studies, the Cambridge University Library [Incunabula Cataloguing Project](#) and the [EIRI Project of Keio University](#) are co-organising a one-day conference, [Incunabula on the Move](#).

Papers will cover a diverse range of topics including the production of incunabula in Germany and England, the provenance of individual copies of the Gutenberg Bible, the exchange of incunabula between London and Cambridge and incunabula collections in Japan. Confirmed speakers include John Goldfinch (British Library), Lotte Hellinga (formerly British Library), Paul Needham (Scheide Library, Princeton University), Toshiyuki Takamiya (Keio University), Eric White (Bridwell Library, Southern Methodist University), and Satoko Tokunaga (Keio University). For more details, please visit the [conference website](#).

### **Rare Books and Special Collections Group 2012 Conference**

The 2012 conference, 'Speaking Truth to Power: the value of special collections in times of recession', will be held at Lady Margaret Hall, University of Oxford, from 12 to 14 September 2012.

### **Bodleian Library Exhibition Room: The Romance of the Middle Ages**

The Romance of the Middle Ages exhibition showcases the Bodleian's outstanding collection of manuscripts and early printed books containing medieval romance. These range from lavishly illustrated volumes about King Arthur or Alexander the Great, to personal notebooks and fragments only saved by chance. This exhibition highlights works by great figures of English medieval literature such as Geoffrey Chaucer and the anonymous Gawain-Poet. It runs from 28 January – 13 May 2012. Exhibition website: <http://medievalromance.bodleian.ox.ac.uk>

**British Library: Royal Manuscripts.**

This splendid exhibition, advertised in the previous *Bulletin*, continues until March 11<sup>th</sup> 2012.



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