

Information Guide | New York City

Welcome to Rare Book School!

FOR OVER THIRTY YEARS, the bibliographical community has been supported and nourished by the work of Rare Book School (RBS). From its tentative beginnings at Columbia University, the School has educated two generations of librarians, collectors, academics, conservators, and booksellers, producing a network of loyal alumni, talented faculty, and dedicated friends around the globe. In the process, it has also earned a reputation as the world's premier institution for the study of bibliography and book history. We are delighted that you will soon be a part of that distinguished tradition, and of our School's promising future. We look forward to welcoming you to New York for your Rare Book School course.

This *Information Guide* should answer most of your questions about transportation, housing, and other practical matters. Upon arrival, you'll also receive a copy of the *Student's Vade Mecum* with additional information to ensure that your stay is as productive and enjoyable as possible. (N.B. Please bring the present guide with you when you take your RBS course; it contains valuable information not repeated in the *Vade Mecum*.) In the meantime, we eagerly await your arrival, and look forward to another wonderful session!

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RBS in New York



HOME to more than 8 million people, New York City is America's largest metropolis, the base of many of its financial and cultural institutions, and the original home of Rare Book School. The city was originally founded as a Dutch trading post in 1624 and has since become a major site of immigration into North America and a

worldwide recognized symbol of America.

This year, New York hosts three Rare Book School courses: H-40: *The Printed Book in the West since 1800* taught by Grolier Club Director Eric Holzenberg, and C-30: *Developing Collections: Donors, Libraries & Booksellers* taught by Tom Congalton (co-founder of Between the Covers Rare Books), Johan Kugelberg (owner and curator of Boo-Hooray), and Katherine Reagan (Curator of Rare Books and Manuscripts and Assistant Director for Collections, Rare Book and Manuscript Division, Cornell University) will be held at the Grolier Club. L-10: *Special Collections Librarianship*, will be taught at the New York Public Library by Michael Inman, NYPL Curator of Rare Books.

We're excited that you've decided to join us in New York this fall, and we want to do all we can to deliver an exceptional educational experience. If you have any questions about the courses, or about RBS generally, please email us at rbsprograms@virginia.edu.

The RBS Week

All RBS students are expected to be in attendance and on time for all regularly scheduled classes, labs, and field trips. This is to ensure the quality and community of RBS as a school, and we insist that participants attend all sessions of their courses, unless presented with the most extraordinary of circumstances. Practically speaking, this involves a full-time commitment of 5–6:45 PM Sunday, 9 AM–5:30 PM Monday through Thursday, and 9 AM–5 PM Friday. Please make your travel plans accordingly!

SUNDAY, 5–7 pm **Opening Reception**

RBS students will convene for registration and a meal at a restaurant, location TBA. Once there, all students will receive a copy of the *Student's Vade Mecum* and a name badge.

N.B.—If you plan to attend this event, RSVP by email (rbsprograms@virginia.edu) no later than 30 September. If you have a dietary restriction, please include it in your RSVP.

Late arrival: We strongly suggest attending the Sunday night registration, but if you are unable to make it, please email us (rbsprograms@virginia.edu) and let us know. If you do not attend, you will need to register at your course location at 8:45 AM sharp on Monday morning.

MONDAY through THURSDAY

8:45 am* **Final Registration (Monday Only)**

N.B.—Students who did not attend the Sunday Night Opening Reception *must* register before classes start at 9 AM.

9–10:30 am* **First Period**

10:30–11 am **Morning Break**

11 am–12:30 pm* **Second Period**

12:30–2 pm **Lunch**

2–3:30 pm* **Third Period**

3:30–4 pm **Afternoon Break**

4–5:30 pm* **Fourth Period**

FRIDAY

9–10:30 am* **First Period**

10:30–11 am **Morning Break**

11–12:30 pm* **Second Period**

12:30–2:30 pm* **Lunch**

2:30–4 pm* **Third Period**

4 pm* **Course Evaluations**

Students receive course completion certificates and fill out RBS course evaluations.

5–7 pm **Farewell Reception**

Evening Lecture Monday, 17 October
At the Grolier Club. More details TBA.

Look out for more details about your course via email in mid-September!

* Required activities are noted by asterisk

Before you arrive

Reading Lists

Most RBS courses have advance reading lists or assignments that RBS instructors expect their students to complete before they arrive. These are outlined at www.rarebookschool.org/reading.

Students should come to class prepared. Those who have trouble locating required readings might try obtaining them through interlibrary loan (ILL), from used or antiquarian booksellers through the Antiquarian Booksellers Association of America (ABAA), or online via sites such as www.bookfinder.com or www.vialibri.net.

Arrival & Departure Logistics

When thinking about your transportation arrangements, please remember that staying over Friday night after the last day of class can be an excellent idea, if you can swing it. Early-evening ground and air travel is seldom much fun anywhere, but it can be especially difficult in a major city like New York. Arriving a day early may also be a good idea, as it can provide an opportunity to settle in, overcome jet lag, &c. RBS first-timers are often surprised by the intensity of the experience, so be sure to get some sleep before classes start!

Problems

Please let us know if you encounter problems on any front. If such problems occur before you arrive, email (rbsprograms@virginia.edu) or telephone us (434-924-8851, 8:30 AM-5 PM; voicemail after hours). If you encounter issues with tuition payments, contact RBS Accounting Specialist Michael Taylor at 434-243-2920, or by email (michael.taylor@virginia.edu).

Should any difficulties arise during the course, please bring your concerns to a faculty member or course follower, or contact us at Rare Book School.

Accommodations

Of the many hotels in NYC, Pod51 (230 East 51st Street New York, NY 10022; 212-355-0300; <http://www.thepodhotel.com/>) offers some of the lowest rates. The Salisbury Hotel may also be a good option, but rates can differ drastically depending on the time of the year. For links to these hotels and some information on New York hostels, visit the Program Costs section of our website at <http://rarebookschool.org/costs/>.

Security

While the New York Public Library is of course open to the public, RBS recommends having a personal photo ID on your person at all times.

Students attending class at the Library should also note that the classroom does not lock. For this reason please do not bring laptops unless necessary. If you choose to bring a laptop, be sure not to leave it or any other valuables in the classroom unattended.

Transportation

Air Travel

Three major airports service the New York City area: Newark Liberty International Airport (EWR; <http://www.panynj.gov/airports/newark-liberty.html>), located about 17 miles southwest of Manhattan; La Guardia Airport (LGA; <http://laguardiaairport.com/>), about seven miles east of the island; and JFK International (JFK; <http://www.panynj.gov/airports/jfk.html>), about forty minutes southeast of Manhattan.

Driving to New York City

The main north-south route into New York City is Interstate 95, one of the nation's busiest, and potentially most frustrating highways. Coming from points to the west of the city will usually involve a combination of either I-76 E and I-78 E or I-80 E. No matter what route you take, know that rush-hour traffic can be intense, and parking spaces in New York City are rather pricey.

Taking the Train

If your place of embarkation is on the Northeast corridor it may be more convenient and affordable to use Amtrak (www.amtrak.com; 1-800-872-7245) as your means of travel. New York Penn Station (8 Avenue & West 31 Street New York, NY 10001) is the city's hub for Amtrak travel and is only a scenic walk away from Grand Central Terminal (89 East 42nd Street New York, NY 10017).

Advance Advices

What to Bring

At RBS, dress is business casual N.B.—(i.e. no jeans at the Grolier Club) for all events. October in New York City ranges from cool and comfortable to chilly, with temperatures ranging from 65 degrees in the daytime to 50 degrees at night. With these temperatures and classroom comfort in mind, sweaters are recommended. In general, bringing comfortable shoes and an umbrella is also a good idea.

RBS participants are expected to come to class prepared, and are required to be on time. Bring a watch. If you wish to take notes, plan accordingly. Pencils, paper, and other supplies are available at nearby convenience stores. Before leaving home, check the course description and the reading list on the RBS website for specific instructions on what to bring. (It is not, for instance, always necessary to bring copies of your advance reading.) Other inside tips on what to bring can be found in the previous year's course evaluations, also available on the course webpage.

Pharmacies & Medical Facilities

For RBS students at the New York Public Library, the nearest pharmacy is Cordette Pharmacy (55 West 39th Street New York, NY 10018; 212-398-9999). If you prefer a larger chain store there are also two Duane Reade stores nearby (525 Fashion Avenue New York, NY 10018; 212-221-8627 and 535 5th Avenue New York, NY 10017; 212-687-8641) that are open 24 hours.

There is also a Duane Reade (41 East 58th Street New York, NY 10022; 212-421-4880) in easy walking distance of the Grolier Club.

There are two convenient emergency rooms in the area; New York-Presbyterian/Weill Cornell Medical Center (525 East 68th Street New York, NY 10065; 212-746-5454) and St Luke's Roosevelt Hospital (425 West 59th Street New York, NY 10019; 212-523-4000). As always, if you need immediate help, dial 911.