

# 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 fall, the Morgan Library & Museum hosts one Rare Book School course: “The Book of Hours, 1250–1550” taught by Roger Wieck, Melvin R. Seiden Curator and Department Head of Medieval and Renaissance Manuscripts at the Morgan Library & Museum.

Of course New York isn’t only known for its RBS events. Within an easy commute students can find the famous Museum of Modern Art (11 West 53rd Street), American Museum of Natural History (Central Park West & 79th Street), the Grolier Cub (47 East 60th Street) and of course the ever beautiful Central Park.

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 course, or about RBS generally, please email us at [rbsprograms@virginia.edu](mailto:rbsprograms@virginia.edu).

# The RBS Week

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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 6–7:30 PM Sunday, 9 AM–5:30 PM Monday through Thursday, and 9 AM–4:30 PM Friday. Please make your travel plans accordingly!

## SUNDAY, 6 pm **Opening Reception**

RBS students will convene for drinks at a nearby venue. Once there, all students will receive a name badge. Each student will receive a copy of the *Student's Vade Mecum* on Monday morning.

N.B. If you plan to attend this event, RSVP by email (rbsprograms@virginia.edu) no later than 18 October.

*Late arrival:* We strongly suggest attending the Sunday night gathering, but if you are unable to make it, please email us (rbsprograms@virginia.edu) and let us know.

## FRIDAY

9–10:30 am\* **First Period**

10:30–11 am\* **Morning Break**

Refreshments available from local vendors.

11–12:30 pm\* **Second Period**

12:30–2:30 pm **Lunch**

Class breaks for a long lunch. By tradition, though not compulsion, students take their instructor to a group lunch on Friday. Advance reservations are strongly recommended.

2:30–4 pm\* **Third Period**

4–4:30 pm\* **Course Evaluations**

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

4:45 pm **Farewell Reception**

Details TBA.

## MONDAY through THURSDAY

9 am\* **Registration (Monday Only)**

RBS students will convene at the Morgan Library & Museum for registration, where all students will receive a copy of the *Student's Vade Mecum* and an elevator pass.

9–10:30 am\* **First Period**

Students should enter the building at the 24 East 37th Street entrance just before 9 AM each morning.

10:30–11 am\* **Morning Break**

Refreshments are available from local vendors within a short walking distance from the Morgan Library & Museum.

11–12:30 pm\* **Second Period**

12:30–2 pm **Lunch**

2–3:30 pm\* **Third Period**

3:30–4 pm **Afternoon Break**

Refreshments available from local vendors.

4–5:30 pm\* **Fourth Period**

*\* Required activities are noted by asterisk*

*Look out for more details about your course via email in early October!*

## Before you arrive

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### 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](http://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](http://www.bookfinder.com) or [www.vialibri.net](http://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](mailto: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](mailto:michael.taylor@virginia.edu)).

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

## Accommodations

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Of the many hotels in NYC, Pod39 (145 East 39th Street; 844-POD-ROOM; <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/>.

## Transportation

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### 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 seventeen miles southwest of Manhattan; La Guardia Airport (LGA; <http://lguardiaairport.com/>), about seven miles east of the island; and JFK International (JFK; <http://www.panynj.gov/airports/jfk.html>), about eighteen miles southeast of Manhattan.

### 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](http://www.amtrak.com); 1-800-872-7245) as your means of travel. New York Penn Station (8th Avenue & West 31st Street) is the city's hub for Amtrak travel and is only a scenic walk away from Grand Central Terminal (89 East 42nd Street).

### 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.

## Advance Advices

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### What to Bring

At RBS, dress is business casual for all events. Autumn in New York City can range from mild 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.)

### Pharmacies & Medical Facilities

There is a Duane Reade at 260 Madison Avenue (212-448-0025) and a CVS at 420 5th Avenue (212-302-7234). The closest emergency room is NYU Medical Center Emergency Medicine (212-263-7300). As always, if you need immediate help, dial 911.