

RARE BOOK SCHOOL

Information Guide

Fall 2011 Session at the Freer Gallery of
Art and Arthur M. Sackler Gallery Library,
Smithsonian Institution Libraries

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and Arthur M. Sackler Gallery Library,
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RARE BOOK SCHOOL

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Freer Gallery of Art and Arthur M. Sackler Gallery Library, Smithsonian Institution Libraries

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<http://www.asia.si.edu/research/library.asp>

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A Message from the Director



Michael Suarez in UVA Special Collections, September 2009.

PHOTO: JANE HALEY

The faculty and staff of Rare Book School (RBS) and I are excited that you are coming to study with us this fall. In collaboration with his colleagues and friends, my predecessor Terry Belanger—who founded RBS at Columbia University in 1983, moved it to the University of Virginia (UVA) in 1992 and developed it into the premier institution for the study of bibliography and book history—created and sustained a marvelous academy whose impact on the world of books is far-reaching indeed. For more than a quarter of a century, the bibliographical community has been supported and nourished by RBS. From its tentative beginnings in NYC, the School has educated two generations of librarians, collectors, academics, and booksellers, producing a network of loyal alumni, talented faculty, and dedicated friends around the globe. Terry’s creative vision, unremitting dedication, and sheer tenacity built an organization that is poised to have a highly significant and salutary impact on the community for many years to come. I am delighted that you will soon be part of our distinguished tradition and of our future filled with promise.

The RBS staff and its world-class faculty constantly aim to ensure that the School will continue to be a center of academic and professional excellence in the classroom and of enlivening conversation and genuine community during our social time together.

We’ve designed this *Information Guide* to answer most of your questions about transportation, housing, and related matters. Upon arrival, you’ll also receive a copy of the *RBS Student’s Vade Mecum* with additional information to help ensure that your stay is as productive and enjoyable as possible. Please bring this guide with you when you come to RBS; it contains information not repeated in the *Student’s Vade Mecum*. Welcome!

MICHAEL F. SUAREZ, S.J.

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Useful URLs

Amtrak
www.amtrak.com

*Baltimore/Washington
International*
www.bwiairport.com

*Dulles International and Reagan
National*
www.metwashairports.com

Metrorail
www.wmata.com

*Freer Gallery of Art and Arthur
M. Sackler Gallery Library,
Smithsonian Institution Libraries*
www.asia.si.edu/research/library.asp

Rare Book School
www.rarebookschool.org

University of Virginia
www.virginia.edu



Terry Belanger poses in the RBS “mug shot hallway” for a 2005 publicity photo.

RARE BOOK SCHOOL attracts a professionally diverse community of students who tend to return to the School. Terry Belanger, founding director of RBS, used to estimate that more than half of the School’s students had attended RBS at least once before.

It’s nice to welcome old friends back, but we encourage returning and new students alike to read this guide in preparation for the course.

The RBS Week

All RBS students are expected to be in attendance on time for all of the regularly scheduled classes, labs, and field trips of the courses that they are attending. This is to ensure the quality and community of RBS as a school, and we insist that participants attend all sessions of all courses, unless under the most extraordinary of circumstances. Practically speaking, this involves a full-time commitment of 9–5, Mon–Thur, and 9–4 on Friday. Please make your travel plans accordingly!

SUNDAY, 5 pm **Welcome Dinner**

Via email, course participants will be invited to meet for an informal reception and dinner at Haad Thai Restaurant, 1100 New York Avenue NW (phone 202-682-1111), not far from the Harrington Hotel, just off Pennsylvania Avenue at 436 West 11th Street NW (phone 202-628-8140), where a number of course participants are staying.

MONDAY, 8:30 am **Student Registration**

Freer Gallery of Art and Arthur M. Sackler Gallery Library Registration, including the distribution of *RBS Student’s Vade Mecum* and namebadges, will take place just before 9 am on Monday morning in the seminar room of the Sackler Gallery.

Note: Please meet us in front of the Ripley Center next to the Freer Gallery on Jefferson Drive SW indicated by the vertical arrow on the map on page 12, no later than 8:30 am so that the class can move as a group through building security. Latecomers cannot go through the building without an escort, so it is important to arrive promptly and move as a group through security each day.

Daily Breakfast

Students should have breakfast on their own before arriving at the Freer Gallery of Art and Arthur M. Sackler Gallery Library’s main entrance just before 8:30 am each morning.

MONDAY through THURSDAY

9-10:30 am* **First Period**

10:30-10:50 am **Morning Break**

Tea and coffee will be available during breaks in a designated area of the classroom. No food and drink are allowed at the desk in the classroom.

10:50-12:20 pm* **Second Period**

12:20-1:40 pm **Lunch**

There are several restaurants in the neighborhood. Students will find open restaurants listed in the *RBS Student's Vade Mecum*.

1:40-3:10 pm* **Third Period**

3:00-3:30 pm **Afternoon Break**

Tea, coffee, and a snack will be available during breaks in a designated area of the classroom.

3:30-5:00 pm* **Fourth Period**

FRIDAY

9-10:30 am* **First Period**

10:30-10:45 am **Morning Break**

Tea and coffee will be available during breaks in a designated area of the classroom. No food and drink are allowed at the desk in the classroom.

10:45-12:15 pm* **Second Period**

12:15-2:30 pm **Long Lunch**

Classes break for a long lunch. Students will find open restaurants listed in the *RBS Student's Vade Mecum*.

2:30-3:40 pm* **Third Period**

3:40 pm* **Course Evaluations**

Students receive course certificates and fill out RBS course evaluations. You will be asked to evaluate both course content and various elements of the organization of RBS as a whole. The remarks of your entire class will be gathered together and published on the RBS website. We're grateful for your comments, and we pay careful attention to them in planning future RBS sessions.

4 pm **Farewell Reception**

RBS will host a reception from 4-5 pm on Friday afternoon.

* *Required activities are noted by asterisk*



Freer Gallery

PHOTO: IMAGE COURTESY OF THE FREER AND SACKLER GALLERIES

Before You Arrive

Reading Lists

All RBS courses have advance reading lists or other assignments that RBS instructors expect their students to complete before they arrive for class. The reading lists for most courses are available on the RBS website: www.rarebookschool.org/reading.

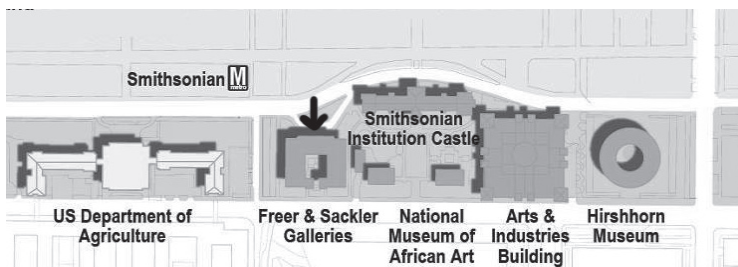
Students should come to class prepared. Students who have trouble locating required readings might obtain them through a variety of sources, including Interlibrary Loan (ILL), used and antiquarian booksellers, through the Antiquarian Booksellers Association of America (ABAA) at www.abaa.org, or via online books services like www.bookfinder.com and www.vialibri.net.

Logistics

When thinking about and working on your transportation arrangements, please remember that staying over Friday night after your last day of class is an excellent idea, if you can possibly swing it. Washington, DC early-evening ground and air travel on Fridays is seldom much fun. First-timers at RBS are often surprised at the intensity of the experience. Get some sleep before you come, if you can.

Freer Gallery of Art and Arthur M. Sackler Gallery Library, Smithsonian Institution Libraries

The Freer Gallery of Art and Arthur M. Sackler Gallery Library, Smithsonian Institution Libraries is located at 1050 Independence Avenue SW and at Jefferson Drive SW and 12th Street on the National Mall, next door to the Smithsonian's Castle and across the street from the U.S. Department of Energy and the northern end of L'Enfant Promenade. There are two entrances to the combined museums, the Sackler entrance on Independence Avenue and the Freer entrance on Jefferson Drive.



Transportation to Washington, DC

Washington is well-served by Reagan National (DCA) and Dulles (IAD) airports. Reagan National is on the Yellow and Blue lines of the Washington subway system (the Metro). Washington Flyer coach service (www.washfly.com) connects Dulles with the West Falls Church Metro Station; purchase tickets—\$10 one way; \$18 round trip—inside the vestibule of Door 4 on the Dulles Arrivals/Baggage Claim level (for further information, phone 1-888-WASH-FLY). Both airports are serviced by SuperShuttle (1-800-258-3826); a one-way fair is \$12 from DCA and \$29 from IAD.

Amtrak uses the centrally located Union Station (north of the U.S. Capitol, a mile and a half northeast of the Freer/Sackler Galleries).

Parking

On the street, metered and other parking in the general neighborhood of the Freer/Sackler is restricted to two hours or less, and is thus of no use to RBS course participants.

The Smithsonian does not provide parking. All-day public parking in the Smithsonian/Mall neighborhood is hard to find and prohibitively expensive. If you are driving to Washington, be sure to book a room in a hotel that provides parking at a price you are willing to pay; hotel parking can be very expensive in D.C.

Hotels

If you will need hotel accommodation, your best bet may be to go onto one of the many websites specializing in competitively priced travel arrangements, and see what you can turn up.

There are several hotels within walking distance of the Freer/Sackler. They include:

Harrington Hotel. 436 11th Street NW, at E Street (800-424-8532 or 202-628-8140; www.hotel-harrington.com). The best bet for a moderately priced hotel; prices range from \$125 to \$169/night. Nearest Metro stop: Metro Center (12th St and F St NW). Harrington Hotel parking is available at PMI Garage, 1325 G Street, a short walk from the hotel for \$15/day.

Capitol Hill Suites. 200 C Street SE (800-424-9165 or 202-543-6000; www.capitolhillsuites.com). The only hotel actually on Capitol Hill; about \$1800 for the week with breakfast included.

JW Marriott Hotel. 1331 Pennsylvania Avenue (202-393-2000; www.marriott.com); about \$460/night during the week and \$320/night for the weekend.

Willard Intercontinental. 1401 Pennsylvania Avenue NW (202-628-9100; www.washington.intercontinental.com); about \$479/night for the week and \$319/night for the weekend. Another option is the “Park & Park” for \$529/night during the week and \$369/night for the weekend; this includes valet parking and breakfast for two every day.

If you can’t find anything suitable in the general vicinity of the Mall, bear in mind that the Freer/Sackler is directly across the street from the Smithsonian stop on the Metro’s Orange and Blue lines at 1200 Independence Avenue. For a guide to hotels in Washington, DC, visit <http://www.gosmithsonian.com>, the official visitor’s guide to the Smithsonian.

Advance Advices

Here follows general advice and comfort about Rare Book School courses at the Freer Gallery of Art and Arthur M. Sackler Gallery Library in Washington, DC

Incoming Phone Messages and Mail

Non-urgent phone messages may be left with the main RBS office (434-924-8851) for relaying to the Freer/Sackler. Urgent messages may be left directly at the Freer/Sackler Library (202-633-0477); tell the person who answers the phone that you need to leave a message for a participant in the RBS Japanese book illustration course currently being held in the Library's seminar room.

Email and the Internet

Bringing laptops to class is discouraged. Please check with your individual hotel about access to the Internet in your room. The Freer/Sackler Galleries do not offer free public Wi-Fi; the nearest location that offers free public Wi-Fi is the Smithsonian Castle Café.

Guests

You are welcome to invite guests to attend the Friday afternoon reception.

Privacy

RBS publishes a list of its participating students in the *RBS Student's Vade Mecum*. If you do not want your address information to appear in the *Vade Mecum*, please contact RBS's Program Director, Amanda Nelsen, a week in advance of the course.

Security

For reasons of security, you may be asked to provide a photo ID while you are in the Freer/Sackler building. Please bring a photo ID with you at all times during the course.

What to Bring

At RBS, dress is business casual for all events. Fall weather in Washington, D.C. can be chilly; plan to bring reasonably warm attire, especially if you will have a significant outdoor commute to class from your hotel. Bring a sweater as the classroom is on the cold side. It is a good idea to check a long-range forecast before you leave for Washington; go to www.weather.com and type "20590" into the box in the top-left corner of your screen.

RBS participants are encouraged to come to class prepared, and they are required to be on time. Bring a watch. If you wish to take notes, plan accordingly. In the classroom only pencils are allowed (no mechanical pencils please). Pencils, paper, and other supplies are available nearby. While RBS faculty may occasionally assign homework, it is unnecessary to bring a computer. Before leaving home, check both your course homepage and reading lists for specific instructions on what to bring. It is not always necessary to bring copies of your advance reading, so be sure to refer to the course information on the RBS website. Additionally, you may find it helpful to read previous course evaluations online for information about what to bring. In general, a light rain jacket (and/or umbrella) is useful.

Pharmacies & Medical Facilities

The nearest pharmacy is a CVS located at 433 L'Enfant Plaza Center, three blocks south of the Freer/Sackler Galleries; (202)554-5270.

The most convenient emergency room is at George Washington University Hospital at 900 23rd Street NW; emergency department phone (202)715-4911.

Problems

If you encounter problems with tuition, please contact Danielle Culpepper using the information on the inside front cover of this *Information Guide*. During class, please bring any concerns or questions you have to the faculty.

Lost and Found

Inquire at the front desk about items lost in either the Freer or Sackler Gallery.

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