

# Information Guide | Charlottesville

## 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 Charlottesville.

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 this guide with you when you come to RBS; it contains valuable information not repeated in the *Vade Mecum*.) In the meantime, we eagerly await your arrival, and look forward to another wonderful year!

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### RARE BOOK SCHOOL

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## About Charlottesville



CHARLOTTESVILLE, VIRGINIA, is a city of some 40,000 persons, located approximately 110 miles southwest of Washington, DC, and seventy miles northwest of Richmond.

Situated between the rolling hills of the Virginia Piedmont and the rugged terrain of the Blue Ridge, it also serves as the administrative seat of Albemarle County, a prosperous rural area of outstanding natural beauty.

Quietly cosmopolitan, Charlottesville is notable for its beautiful architecture, excellent restaurants, and marvelous hiking and biking trails, a combination contributing to one of the highest standards of living in the United States. As an intellectual and cultural hub for central Virginia, it has also long been associated with books and book culture: Thomas Jefferson, one of early America's most influential bibliophiles, built his Monticello plantation on a small hill just south of town. The city today boasts one of the largest numbers of used and antiquarian bookshops in the state.

Jefferson's influence on Charlottesville is felt most keenly at the University of Virginia, the selective public institution he established in 1819; a UNESCO World Heritage site, his "academical village" is considered a masterpiece of eighteenth-century neoclassical architecture. Home to RBS since 1992, the University currently offers more than fifty bachelor's degrees, seventy-nine master's degrees, and doctoral degrees in fifty-two fields.

# 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, 8:30 AM–5 PM Monday through Thursday, and 8:30 AM–4 PM Friday. Please make your travel plans accordingly!

## SUNDAY 3 pm **UVA Dormitory Check-in**

Check-in begins at dormitory locations for students staying in UVA dormitories and will remain open until 8 PM. Contact [Conferences@UVA](mailto:Conferences@UVA) if you need to check in outside of this time frame.

## 4:30 pm **RBS Walking Tour**

RBS guided walking tour of UVA Central Grounds and the Corner (optional, and weather permitting). Look for a tour guide carrying a flag! The tour starts promptly at 4:30 PM on the front steps of Alderman Library, and concludes around 5 PM, also in Alderman. (Please consult [www.virginia.edu/webmap/](http://www.virginia.edu/webmap/) to better orient yourself; if you would prefer a hard copy of UVA's official map of Grounds, please let us know, and we can have one mailed.)

## 5 pm\* **Student Registration**

RBS students register on the first floor of Alderman Library. Students will receive the *Student's Vade Mecum* and a name badge. We will also take your picture for our bulletin board. Please do not show up before 5 PM, as we won't be ready to receive students until then. *Late arrival:* We strongly suggest attending Sunday night registration, but if you are unable to make it, you will need to register outside the Rare Book School suite at 8 AM sharp on Monday.

## 5 pm **Reception**

A wine and cheese reception, including soft drinks, takes place in the RBS suite (118 Alderman Library), coinciding with student registration.

## 6 pm **Director's Welcome**

Meet RBS Director Michael F. Suarez, S.J., in the library's celebrated McGregor Room (East Wing, second floor, Alderman Library).

## 6:40 pm **Light Refreshments**

Continue the conversation with RBS staff and faculty and your fellow students in the RBS suite (118 Alderman), where we will serve light refreshments until 7:15 PM. Students are encouraged to sign up for Sunday night small-group dinners at one of the featured restaurants on the Corner. Sign-up sheets will be located outside the reception.

## MONDAY 8 am\* **Final Registration**

RBS final registration for all courses (for those who have not already registered on Sunday night) will take place outside Room 116 in Alderman Library.

## 8 am **Daily Breakfast**

RBS serves a daily breakfast, including fresh fruit, yogurt, bagels, coffee, and juice, in its suite, located in 118 Alderman Library.

## 8:20 am\* **Classroom Orientation**

All students should report to 118 Alderman no later than 8:20 AM Monday morning. Instructors lead students to their classrooms.

## 8:30–10 am\* **First Period**

## 10–10:30 am **Morning Break**

Coffee, tea, juice, and other light refreshments served in the RBS suite, 118 Alderman Library.

## 10:30–Noon\* **Second Period**

## Noon–1:30 pm **Lunch**

Classes break for lunch. Please refer to the *Student's Vade Mecum* for an extensive survey of nearby options.

## 1:30–3 pm\* **Third Period**

## 3–3:30 pm **Afternoon Break**

Coffee, tea, soft drinks, and other light refreshments served in the RBS suite, 118 Alderman.

## 3:30–5 pm\* **Fourth Period**

\* Required activities are noted by asterisk

## The RBS Week (continued)

TUESDAY through THURSDAY

8 am **Daily Breakfast**

8:30–10 am\* **First Period**

10–10:30 am **Morning Break**

10:30–Noon\* **Second Period**

Noon–1:30 pm **Lunch**

1:30–3 pm\* **Third Period**

3–3:30 pm **Afternoon Break**

3:30–5 pm\* **Fourth Period**

### Evening Activities

During the week, there are optional evening activities for those interested in taking advantage of them. Mid-week events may include an Ice Cream Social, an Exhibition Tour, or course-specific programming, but will vary by session. Please refer to the RBS website for lecture information. For specific event details, see the *Student's Vade Mecum*. Most events are free and open to the public including the following regularly scheduled activities:

Monday 5:30 pm **Evening Lecture**

Thursday 5 pm **Booksellers' Night**

On Booksellers' Night, a number of used/antiquarian booksellers in town remain open until around 8 pm for the benefit of RBS participants. As there are also several good places to eat downtown, we hope you will combine shop-hopping with dinner, and make a night of it.

FRIDAY

8 am **Daily Breakfast**

8:30–10 am\* **First Period**

10–10:30 am **Morning Break**

10:30–Noon\* **Second Period**

Noon–2 pm **Long Lunch**

Note the longer lunch break. By tradition, students take their instructor(s) to a group lunch on Friday (though you are not obligated to attend). Consult the *Student's Vade Mecum* for restaurants that can accommodate large parties. Advance reservations are strongly recommended.

2–3:40 pm\* **Third Period**

3:40 pm\* **Course Evaluations**

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

4–5:30 pm **Farewell Reception/Notions Shop**

Friday afternoon classes will break by 4 pm for a final RBS-wide reception in the RBS suite, 118 Alderman Library, from 4–5:30 pm, enlivened by the opening of our Notions Shop. Get your current RBS merchandise and Book Arts Press publications here!

*\*Required activities are noted by asterisk*



## 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 [www.bookfinder.com](http://www.bookfinder.com) or [www.vialibri.net](http://www.vialibri.net).

### Arrival & Departure Logistics

When working out your RBS transportation arrangements, please note that it can be difficult to make the trip to and from Charlottesville in one day. Because we strongly encourage students to attend Sunday night registration and orientation, we suggest coming in on Saturday rather than Sunday, especially if you are new to the area and/or RBS. Staying over Friday night *after* your last day of class is also advised, if you can swing it. Early-evening ground and air travel on Fridays is seldom much fun, and northbound traffic on Route 29 (the main road to the Charlottesville airport) between 4 and 6 PM on Friday tends to be particularly tedious.

### Problems

Please let one of our staff members know if you encounter problems on any front. If such problems occur before you arrive, write us ([rbsprograms@virginia.edu](mailto:rbsprograms@virginia.edu)) or telephone us (434-924-8851, 8:30 AM–5 PM; voice-mail 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)). During RBS, problems can be handled by reaching out to the RBS staff member closest at hand (look for the blue ribbons on their nametags).

## Transportation

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### Transportation Strategies

Flying, taking the train, and driving are all available means of getting to Charlottesville. Having a car during the Monday through Friday period of RBS classes is not necessary, and only occasionally convenient. There are many places to eat within easy walking distance of the University, and Charlottesville boasts both a free trolley service and an affordable bus system that can get you most anywhere you need to go (see [www.charlottesville.org](http://www.charlottesville.org) for maps and details). There will also be plenty to do on Grounds, both all day and during the early evening.

For visiting local attractions (e.g., Monticello), a car will come in handy, though there will be little time for such diversions during the week.

### Air Transportation

Use one of the major online discount-airfare services (e.g., Kayak, Expedia) to search for competitive ticket prices. By far the closest airport to UVA is Charlottesville/Albemarle (CHO), just north of town. Regional air connections are usually made through Dulles (IAD); there are no direct flights from either Reagan National (DCA) or Richmond (RIC) to Charlottesville.

From CHO there is a \$25 flat rate charge for taxi transportation into Charlottesville. The Residence Inn Downtown on West Main Street and a number of other hotels (although not all) will pick you up via courtesy vans.

Another possibility is to fly into IAD, DCA, or RIC, and rent a car. Unfortunately, other transportation options from these airports to Charlottesville are usually either prohibitively expensive or unpleasant.

## Transportation (continued)

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### Ground Transportation

*Train.* Amtrak's Crescent line passes through Charlottesville (CVS) daily, as do some Northeast Regional trains. Another train, the Cardinal, passes through town three times each week. The train is likely the most expedient mode of transportation from either DC or Northern Virginia. Consult Amtrak's website or call 800-USA-RAIL for arrival and departure times.

The Charlottesville Amtrak station is located about a half mile from UVA Central Grounds. This is usually a pleasant fifteen-minute walk, but can become grueling depending on the weather and/or your luggage. If you are staying in a local hotel other than the Courtyard Marriott, Graduate, or Hampton Inn & Suites, which are all located nearby, see if your place will provide a shuttle, or call a taxi. Cab fare is usually under \$10 and is worth it, especially if you are staying in the Brown College or Lambeth Fields dormitories, located another quarter mile from the Lawn.

*Bus.* There is at least one bus per day from downtown Washington, DC, to Charlottesville (approximately \$26, and 3–4 hours, each way). Not all of these routes are direct, however, so be sure to ask about transfers when purchasing your ticket. Check Greyhound's website or call 800-231-2222 for fare and schedule information.

The Greyhound bus terminal is located approximately two miles from UVA Central Grounds, so plan on taking a cab to get to the University once you arrive.

### Driving

The main north-south highway to (and through) Charlottesville is Route 29; it intersects with Interstate 66 about thirty miles west of Washington, DC, and about eighty miles north of UVA.

The main east-west highway, just south of town, is Interstate 64. Interstate 81 (north-south) lies to the west of Charlottesville on the other side of the Blue Ridge Mountains; it intersects I-64 about thirty-five miles to the west of town.

*GPS.* For driving directions to Charlottesville from any point, use a GPS system or one of the popular mapping websites (e.g., Google Maps, MapQuest). For your destination, enter 105 Emmet Street North—the intersection of Route 29 (Emmet Street) and Business Route 250 (Ivy Road). Once you arrive there, turn east onto University Avenue. UVA is visible on both sides of the street. To drive by the University's Central Grounds, proceed up University Avenue past the tennis courts. Alderman Library is the large building on the right. (The Rotunda should be visible just beyond, also on the right.)

*Scenic Routes.* Both Shenandoah National Park and the George Washington National Forest begin about twenty miles to the west of Charlottesville on Interstate 64. One option is to drive south to I-64 on Skyline Drive from Front Royal, Virginia, or north to I-64 on the Blue Ridge Parkway from North Carolina. Both offer breathtaking views of some of the oldest mountain ranges in the world, as well as abundant opportunities for viewing wildlife. Note, however, that speed limits on both roads are restricted (35 mph on Skyline, 45 mph or lower on the Parkway), and travel times can be long.



## Parking

*Parking in University Garages and Lots.* This year, to simplify the process, RBS plans to purchase a select number of parking permits for students. If you anticipate needing a permit, please contact the RBS Programs staff ([rbsprograms@virginia.edu](mailto:rbsprograms@virginia.edu)) no later than *three weeks prior* to the start of your RBS session. It is crucial that you let us know you need a pass and where you will be staying *three weeks in advance* or we will not be able to provide you with an RBS-purchased pass.

Those students not staying in a nearby accommodation may park in the Central Grounds parking garage at the following rates:

\$2/hour Mon–Sat, 8 AM–5 PM

\$1/hour Mon–Sat, 5 PM–8 AM

All fees are payable in cash, credit card, or by the ParkMobile app.

*Sunday Parking.* If you are staying in Brown College dormitory, park on Newcomb Road outside of Venable Lounge while you check in. Move your vehicle as soon as you stow your bags in your room; parking is limited in this area! Most street parking around UVA does not require a permit on Sundays, but certain key locations are permit-only at all times. Those staying on the Lawn should ask for information on where to park (i.e., the alleys) while unloading.

*Parking in the University Neighborhood.* Single-day on-street parking in the immediate precincts of the University is fairly limited (many spaces require a resident's permit). The best places are on the side streets off Rugby Road to the north of Beta Bridge (recognizable by the many layers of paint deposited on it by students).

The University places many restrictions on the use of its parking lots, although some allow permit-less parking after 5 PM and on weekends.

Park only in lots for which you have the proper sticker or dashboard pass, or you are likely to get a ticket (fines are \$30 and up). Your first parking ticket in a given year is a warning ticket that does not need to be paid.

*Parking in Charlottesville Generally.* There is free on-street parking in central Charlottesville, generally with a two-hour limit. Overtime tickets are \$15 if paid immediately, \$30 after ninety-six hours. Charlottesville is a well-run city, and aggressively pursues non-payers. **WARNING:** If you park in a fire lane or other street area that must be kept clear at all times, you may be towed in as little as twenty minutes.

Downtown, the most convenient places to park are the (paid) public parking garages on East Market Street between 5th and 6th Streets NE, and on Water Street between 2nd and 4th Streets SE. In both garages, the first hour is free. Many downtown restaurants and theaters will also validate your parking pass, although they will require a purchase before doing so.

### If you get towed

If your car has been towed, there are two possibilities: (1) the University had it towed; or (2) the Charlottesville police department had it towed.

In the former case, call the Department of Parking & Transportation Services (434-924-7231) for more information, as the University uses a number of different towing companies. If Parking & Transportation did not tow it, or if you get no answer at this number, call the University Police (434-924-7166).

In the latter case, call Charlottesville Wrecker Service, the towing company the city police department uses exclusively (434-295-1107).

## Off-Grounds Accommodations

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### Bed-and-Breakfasts

If you like bed-and-breakfast accommodations, telephone the local Guest House Reservation Service (434-979-7264) for a brochure and advice. There are a couple of B&Bs within walking distance of Alderman, including the Dinsmore House Inn (434-974-4663), which has received good reviews from previous RBS attendants, and Oakhurst Inn (434-872-0100). The latter is located just south of Central Grounds, and offers a block of rooms for RBS at a discounted rate.

Stay Charlottesville (888-977-STAY) offers elegant, fully furnished carriage houses, condos, apartments, and historical homes throughout the town and surrounding country.

### Hotels

In our experience, the most reliable of the hotels within easy walking distance of Grounds are the Hampton Inn & Suites (434-923-8600) and the Graduate Charlottesville (434-295-4333) located on West Main Street. If you decide to stay at a Charlottesville hotel be sure to ask if they have a University of Virginia rate—many local hotels do.

N.B. Hotel accommodations within walking distance of Grounds are *very limited* during the first and second course week owing to the University's back-to-back Reunion Weekend events. If you haven't already, we *strongly encourage* you to book your hotel accommodations right away or to consider the dorm spaces and hotel block that RBS has reserved.

This year, *RBS has reserved a block of rooms at the Residence Inn Charlottesville Downtown* (315 W. Main St.). The rooms are \$159/night (plus tax), and offer a kitchenette, complimentary breakfast, and a free shuttle service. Located between UVA and the Downtown Mall, it is on the Trolley line. In order to book your accommodations at the discounted rate, please use the appropriate link for your course week (complete your reservations one month before the start of your course):

2–7 June: <http://www.rarebookschool.org/ResidenceInn-Wk1>

9–14 June: <http://www.rarebookschool.org/ResidenceInn-Wk2>

7–12 July: <http://www.rarebookschool.org/ResidenceInn-Wk3>

21–26 July: <http://www.rarebookschool.org/ResidenceInn-Wk4>

28 July–2 August: <http://www.rarebookschool.org/ResidenceInn-Wk5>

## On-Grounds Accommodations

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There are three on-Grounds residence options available depending on the session dates: Brown College on Monroe Hill, Lambeth Field Apartments, and the Lawn. All are within walking distance of RBS headquarters in Alderman Library. Brown College is modern and air-conditioned (perhaps overly so; bring an extra blanket!), while the Lawn is so replete with tradition that you may well decide to live there despite its lack of air-conditioning. Unfortunately, the Lawn is not available during the first two weeks of class (2–7 June and 9–14 June) owing to two weekends of UVA Reunions. In its place, RBS has secured space in Lambeth Field Apartments, a UVA residence that is also modern and air-conditioned. Please be advised that there are usually construction projects on the Lawn during the summers, and thus there *will be construction noise*.

N.B. Nightly rates noted below do not include a one-time \$20 linen packet, which is included in the total weekly rate listed on the Conference Services registration website. A sales tax of 5.3% will also be added to your reservation.

## On-Grounds Accommodations (cont'd)

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### Brown College

Brown College is made up of clusters of bedrooms that adjoin shared bathrooms. Each Rare Book School participant staying in Brown will be housed privately in one set of connected bedrooms. During the academic year, each bedroom houses one undergraduate student, but RBS participants may stay in them as a single occupancy two-room suite (follow the link below for floorplans). Please keep in mind, all bathrooms are communal. Multiple two-room suites connect to a common bathroom. Participants of the same gender will be grouped to share bathrooms accordingly. Two-bedroom suites are furnished with extra-long twin beds, closets, overhead shelves, desks, bookcases and chairs. Please note there is no elevator in this dorm. For more information, please visit <http://housing.virginia.edu/area/1206>.

It also bears repeating that Brown College is heavily air-conditioned and past RBS students have found it very cold, especially at night; if you get cold easily, bring a warm extra blanket from home. RBS advises packing a few extra shirts in case of spikes in the weather. This year, participants staying at Brown will be provided with two blankets rather than one.

RATES: Brown College rooms are \$43 per night (plus linen packet fee and sales tax).

### Lambeth Field Apartments

For the two June sessions, RBS students will be able to reserve housing in Lambeth Field Apartments. Each apartment has two or three bedrooms. Participants can reserve a private bedroom but will share the apartment with other RBS participants of the same gender. There are two extra-long twin beds in each bedroom, which are set at half-loft height. For an idea of the height of the beds, please view the photos on the Conference Services website: <https://conferences.virginia.edu/lambeth-apartments>. Each apartment also has its own common room and kitchen area, as well as one and a half or two baths shared by the residents. Please note that no dishes, silverware, cups, or other kitchen supplies are provided. There are no elevators in the Lambeth buildings. There is parking on site that requires a permit (attainable through RBS).

RATES: Lambeth Field single rooms are \$43 per night (plus linen packet fee and sales tax).

### The Lawn

During July, RBS students are able to reserve housing on the Lawn in buildings designed by Thomas Jefferson. Rooms on the Lawn are not air-conditioned, but have good cross ventilation. This is an important detail, as summer days in Virginia tend to be hot and humid, though evening breezes from the Blue Ridge can help.

All rooms contain sinks with hot and cold water, but please note that bathrooms are a short walk outside, through open archways to areas behind and under the rooms. There are four bathrooms in all: one each for men and women on either side of the Lawn. Conferences@UVA groups Lawn residents so that they are as close as possible to the appropriate bathroom facilities. For more information about the Lawn rooms, please visit <http://housing.virginia.edu/area/1176>. Please note that Lawn rooms will not be available 2–7 June or 9–14 June.

RATES: Lawn rooms are \$38 per night (plus linen packet fee and sales tax).

*N.B. : This summer, all Lawn rooms have a day bed under the lofted bed with an extra thick mattress (if you prefer not to sleep aloft). Each Lawn room is also equipped with a microwave and small refrigerator.*



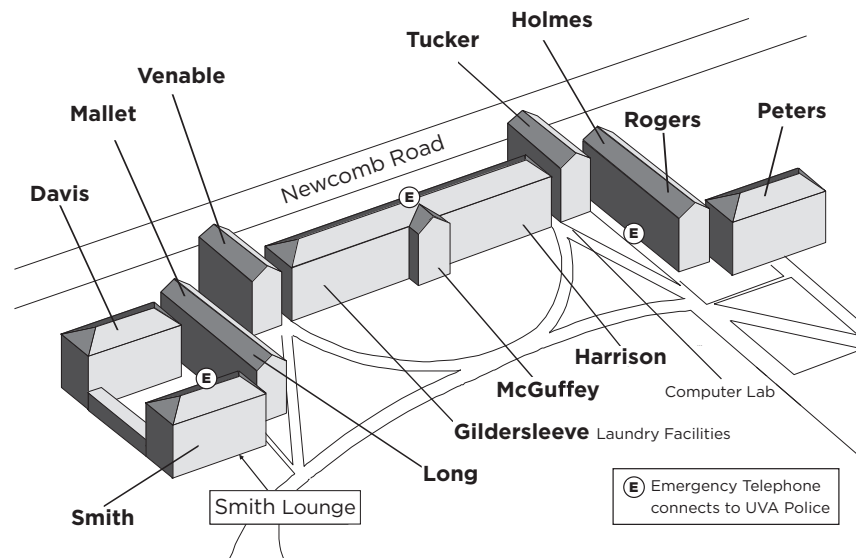
## On-Grounds Accommodations (cont'd)

### Common Amenities

All dormitory beds are furnished with a pillow and blanket. You will receive a linen packet (price included in your reservation), which provides one pillowcase, two sheets, two bath towels, a bathmat, and a washcloth. Keep in mind that these are dorm linens and some past students have noted their inadequacy. *Soaps, shampoo, clothes hangers, refrigerators, hairdryers, and other amenities regularly furnished by hotels are not provided.* There are active Ethernet ports in each room.

Housekeeping staff will remove trash from and sanitize bathrooms during your stay. *Personal belongings must be removed from common living areas and common baths in order for the housekeepers to clean; housekeeping will deny service to any guest who does not comply with this request.* Guests may not ask housekeepers to return at a later time. Guests are responsible for removing their own bedroom trash and will be given instructions upon arrival.

A kitchen with a refrigerator, stove, oven, and microwave oven is available in Tucker Hall at Brown College; guests are responsible for cleaning up after themselves. Vending machines and a lounge are also available inside Brown, on the lower level of Gildersleeve near Venable (see the diagram below).



*Brown College Residence Area*

### Troubleshooting

If there is a problem in or around your room, or if your room isn't being properly looked after, please call [Conferences@UVA](mailto:Conferences@UVA) (434-924-4479) right away. If you need something that [Conferences@UVA](mailto:Conferences@UVA) cannot provide, please check in with the RBS Program Staff, [rbsprograms@virginia.edu](mailto:rbsprograms@virginia.edu), or call 434-924-8851.

## Staying on Grounds

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### Whom to Contact

UVA Housing & Residence Life directly manages University housing for RBS participants through its Conferences@UVA branch, located at Gibbons House (425 Treehouse Drive) on Alderman Road. Conferences@UVA is open 8 AM–8 PM (daily), and can be reached at 434-924-4479 during business hours. After hours, their staff can be reached at on-call numbers to be distributed by Conferences@UVA. Their email address is conferenceservices@virginia.edu. If something is broken in your room, you have trouble with locks, or there are *any other issues, please call Conferences@UVA*. If you do not call them, they will not know there is a problem. If you need something that Conferences@UVA cannot provide, contact the RBS Programs staff at rbsprograms@virginia.edu.

### Online Housing Request Form

To make reservations with Conferences@UVA, visit <https://conferences.virginia.edu/customlink/rare-book-school>, and pick your reservation week. Payment via credit card is due at the time of booking. The deadline for housing requests falls *exactly three weeks before each session begins*; after this date, a \$50 late fee will be applied to your reservation, but housing cannot be guaranteed. Conferences@UVA will do its best to accommodate last-minute housing requests and changes, but it cannot create space where there isn't any; please let them know your requirements as soon as possible! The online form will accommodate most participants' needs; however, if you have special requests (e.g., a non-standard departure time), please contact Conferences@UVA by email. *If you are attending back-to-back RBS sessions and wish to remain in the same room for the duration of your stay, indicate this in the special request field when booking or call Conferences@UVA; otherwise, you may be required to switch rooms.*

### Checking Into and Out of UVA Housing

*Checking In.* The primary check-in time is from 3 to 8 PM on Sunday at Brown College and, during the first two sessions only, also at Lambeth Field Apartments. You may check in outside of these times if you let Conferences@UVA know ahead of time. For the primary check-in, go directly to Brown College or Lambeth Field Apartments, depending on your week of class. If you are arriving outside of these hours, please go to the Conferences@UVA office in Gibbons House (425 Tree House Drive). They are open 8 AM to 8 PM, seven days a week. After hours, an on-call team is available.

After checking in and stowing your luggage in your room, park your car, if you have one, in the lot for which you've received a permit. RBS-purchased permits will be distributed to those who requested them and are staying in dorms by Conferences@UVA at check-in. *Note for those staying in Brown College: you cannot access the Brown College end of Newcomb Road from the University Avenue end of Newcomb Road by car. There's a car barrier in front of the bookstore.*

*Checking Out.* If you are leaving Charlottesville on Friday evening, you will need to check out of your dormitory room that morning (before 11 AM). Checking out of your room simply means turning in your keys. We will have a key return box in the RBS suite during breakfast and morning break. One of our staff members will return keys put in this box to Gibbons House before 11 AM. You may bring your luggage with you to RBS; a secure luggage storage area will be available in our suite (118 Alderman Library). If you are checking out on Saturday, you may do so at Brown College or Lambeth from 8 AM to 11 AM. If you are checking out outside of these times, please call Conferences@UVA or email conferenceservices@virginia.edu ahead of time to make alternate arrangements. The check-out deadline is 11 AM. Don't forget to return your keys, or you will be charged!

*Keys.* When you check in, you will be given a swipe card that will get you through any door into the building complex and allow access to your room (Brown and Lambeth). For safety's sake, please notify Conferences@UVA immediately if you lose your card. If you stay on the Lawn you will receive a card to access bathrooms and a key to your room. N.B. RBS will pass along charges incurred for lost keys to students (\$100 for the room key, \$25 for the swipe card).

## Staying on Grounds (cont'd)

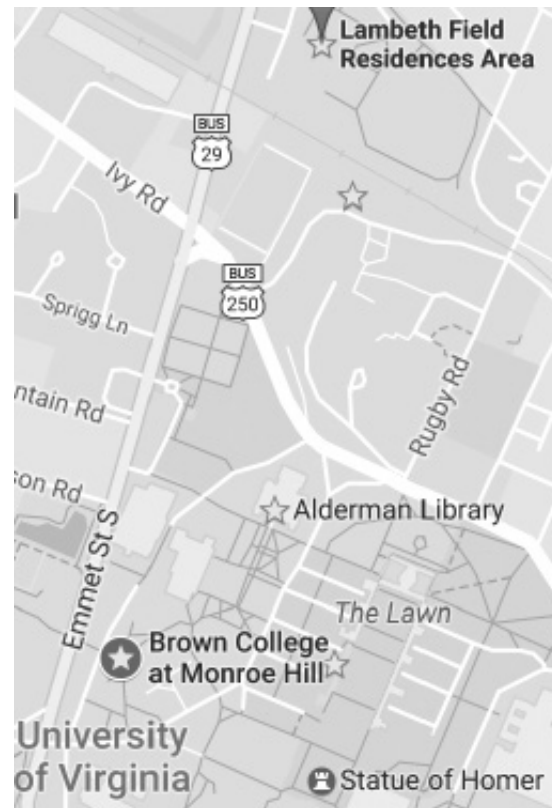
### Cancellations, Refunds & Penalties

To cancel your on-Grounds housing, you must send [Conferences@UVA](mailto:Conferences@UVA) a cancellation form (available online). All cancellations and/or changes to the number of nights and number of guests in the party must be made no later than 21 days prior to the guest's arrival date to avoid a penalty. A cancellation fee of one-half the nightly room rate plus sales tax will be applied for each night cancelled fewer than 21 days in advance. Cancellations made fewer than 7 days prior to your arrival date are not eligible for any refund.

Credit card refunds will be issued within forty-eight hours. Check refunds require you to fill out a refund form, and may take six to eight weeks to clear after submission of paperwork.

If you check out after 11 AM, you will be charged for an additional night's accommodations. The timelines are tight because of the need to have rooms ready for the next week's arrivals. *You have not checked out if you have not returned your keys!*

If you are late in returning your keys, or if you lose them, you will be charged \$25 for a replacement key. Mailing the keys back later won't help—the locks will already have been changed.



UVA Central Grounds

## Advance Advices

### What to Bring

Before leaving home, check both your course homepage and the reading list for specific instructions on what to bring to class. It is not always necessary to bring copies of your advance reading, although you may choose to do so. Previous course evaluations, available online, may also contain useful tips on what to bring.

RBS participants are required to come to class on time. If you wish to take notes, plan accordingly. Pencils, paper, and other supplies are available nearby at the UVA bookstore. You may need to bring a computer; consult your course description for more information. UVA is part of the EDUROAM wireless network. If you are part of an institution that subscribes to EDUROAM, please make sure to register for the service before leaving home to ensure access on arrival.

A light rain jacket (and/or umbrella) is useful. Air-conditioning can make RBS classrooms quite cool, so you may wish to bring a sweater as well. If you're staying in dormitory housing, please refer to pages 7–9 for details about what you can expect (or not expect) from your room.

### Childcare

In our experience, it is only possible to bring children to RBS if there is someone who can look after them during the day. You're welcome to bring children to the opening reception on Sunday or farewell reception on Friday, but not to breaks or classes.

## Advance Advices (cont.d)

### Connecting to the Internet

Guest access to the UVA computing network is available for RBS participants through two options: *Public Computing Clusters*. Public computer terminals are available in both Alderman Library and Clemons Library. Library guests must obtain a temporary (single-use) login and PIN before accessing any of the machines.

*Personal Computer*. At the Sunday night registration you will receive the *Getting Connected* guide, which contains a PIN needed to access the UVA wireless network. If you need internet access prior to registration (i.e., the weekend before your course begins), contact [rbsprograms@virginia.edu](mailto:rbsprograms@virginia.edu) for an early copy of the guide.

Wireless access is available in most public study areas in Alderman Library and Clemons Library, and in all dormitories.

If you have problems registering your computer, call the Information Technology Services (ITS) Help Desk at 434-924-4357 (available 24/7 throughout the summer). Have your PIN handy; when they ask for your computing ID, tell them that you are a guest of Rare Book School. If you're already online, visit [www.its.virginia.edu/helpdesk](http://www.its.virginia.edu/helpdesk).

### Guests

You are welcome to invite guests to attend all RBS lectures and social functions (Sunday walking tour, Ice Cream Socials, Booksellers' Night, Friday farewell reception).

### Privacy

RBS publishes a list of its participating students in the *Student's Vade Mecum*. If you do not want your work information or email address to appear there, please indicate this in your myRBS profile at least three weeks before your course begins.

### Telephones

Cell phone reception can be spotty on Alderman's first floor. Phone messages may be left at the RBS main line (434-924-8851, 8:30 AM–5 PM; voicemail after hours).

### Library Privileges

RBS participants may use UVA's libraries during their stay here. To register for privileges, present a current photo ID at any UVA Library circulation desk. For hours, consult [www.lib.virginia.edu/hours](http://www.lib.virginia.edu/hours).

### Exercise & Gym Privileges

For a description of the fitness facilities available to guests, visit [www.virginia.edu/ims/facilities/](http://www.virginia.edu/ims/facilities/). Use of the facilities requires the purchase of a weekly membership. The business office, where you can purchase membership, is located on the second floor of the Aquatic & Fitness Center (450 Whitehead Road).

### Pharmacies & Medical Facilities

*Nearest pharmacy*. CVS (1417 University Avenue, on the Corner, next to Littlejohn's Deli; 434-244-4028). The UVA Bookstore sells medical and personal sundries, as does Cohn's on the Corner (1611 University Avenue, 434-977-1986).

*24-hour pharmacy*. For 24-hour service, visit the CVS at Barracks Road Shopping Center (on Emmet Street; 434-293-9151).

*Nearest hospital emergency room*. UVA Hospital (1215 Lee Street; 434-924-2231, or dial 911).

### Cabs

The best way to get a cab in this area is to call for one. Trusted local companies include Yellow Cab (434-295-4131) and Carter's Taxi (434-981-0170).

Cabs are almost always available at the airport; if not, phone for one. From CHO there is a \$25 flat rate charge for transportation into Charlottesville.



## Local Attractions

Your RBS week will no doubt be busy, so if you'd like to spend some time exploring the Charlottesville area, we suggest budgeting a couple of days before or after your course week.

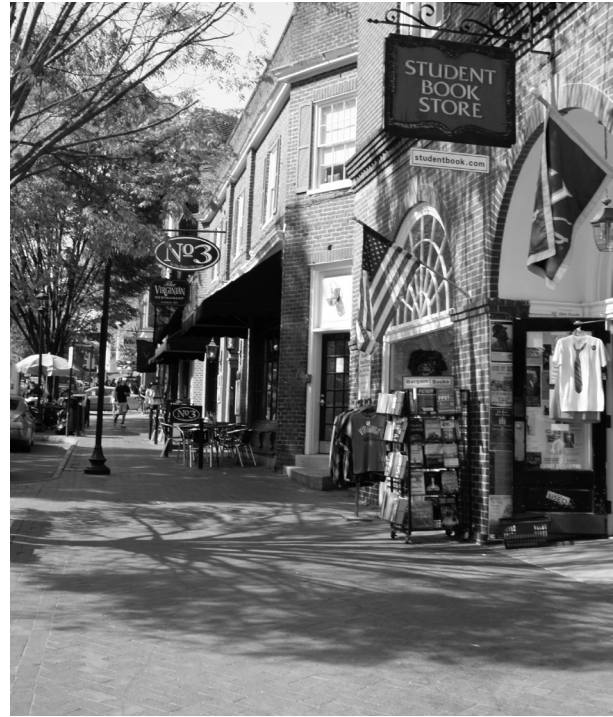
*Historical attractions.* Albemarle County boasts two presidential homes (Jefferson's Monticello and Monroe's Highland); two additional ones (Madison's Montpelier and Woodrow Wilson's birthplace) are located in nearby Orange County and Staunton, respectively. Other nearby historical attractions include the Frontier Culture Museum in Staunton (30 miles west; 540-332-7850; [www.frontiermuseum.org](http://www.frontiermuseum.org)) and Colonial Williamsburg (110 miles east; 757-229-1000; [www.history.org](http://www.history.org)).

*Monticello.* Jefferson's architectural masterpiece sits on a minor peak in the Southwest Mountains, about three miles south of University Grounds. With half a million visitors a year, Monticello is the third or fourth most frequently visited house in America—and with good reason. The house and its grounds are well run and beautifully interpreted by the Thomas Jefferson Memorial Foundation, a private non-profit. For more information, visit [www.monticello.org](http://www.monticello.org).

*Arts.* For a town of its size, Charlottesville has a robust art scene, including several small galleries (many of which are situated on or near the Downtown Mall), a handful of festivals, a drama venue ([www.livearts.org](http://www.livearts.org)), several music venues, and more. Consult the city's website for more information.



*Jefferson's Rotunda at UVA*



*The Corner, near UVA Central Grounds*

*Antiques.* Albemarle and nearby counties are a heaven for antique shoppers. Ask us for the name of our local antiques maven, who will gladly discuss your options!

*The great outdoors.* Situated between the rolling hills of the Virginia Piedmont and the dramatic topography of the Blue Ridge Mountains, Charlottesville boasts some of the best scenery in the East. While the Appalachian Trail runs through nearby Shenandoah National Park and the George Washington National Forest, both less than a half hour away, less ambitious hikers might want to try the Rivanna Trail, a twenty-mile scenic footpath encircling the city ([www.rivannatrails.org](http://www.rivannatrails.org)).

Sparsely populated Highland County (sixty miles west) enjoys the highest net elevation of any county east of the the Mississippi, as well as gorgeous valleys, trout streams, wildlife management areas, and numerous hiking trails. Monterey, its charming county seat, has barely been touched by tourism. (In Virginia, this means fewer than one antique shop per block.)