

RARE BOOK SCHOOL

Information Guide | Online Courses

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 an online Rare Book School course this summer.

This *Information Guide* should answer most of your questions about practical matters relating to your RBS course. Prior to your course, you'll also receive a copy of the *Important Information Guide* and the *Student's Vade Mecum* with additional information to ensure that your experience is as productive and enjoyable as possible. In the meantime, we eagerly await your attendance, and look forward to another wonderful session!

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RARE BOOK SCHOOL

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Please note that there may be delays in responses to phone calls given staff's remote work; reaching out via email is recommended.

RBS Online

This summer, Rare Book School is excited to offer virtual courses for the first time. Courses will take place synchronously over Zoom, and although class sessions will be recorded for the purpose of supporting students who experience technical difficulties, attendance at all synchronous class sessions is expected. You will also have the chance to socialize with fellow students throughout the week using the Gather.town app. Optional student orientation sessions will be scheduled in advance of your course week to allow you to test these platforms and ask questions. Readings and other course materials will be shared through Dropbox and/or Google Drive; further details about software and your course schedule will be provided in an *Important Information Guide* in advance of the course.

We're excited that you've decided to join us this summer, and we want to do all we can to deliver an exceptional educational experience. If you have any questions about the course or RBS in general, 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. 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. Some courses will involve a mixture of synchronous class sessions and asynchronous independent exercises, and students are expected to treat any asynchronous work as required class time (unless designated as optional or recommended).

SUNDAY, 3-4 PM ET **Welcome Talk**

RBS students will convene on Zoom for a welcome lecture by RBS's Executive Director, Michael F. Suarez, S.J.

SUNDAY, 4-5 PM ET **Opening Reception**

Following the lecture, you may join fellow students and faculty for an optional reception on Gather.town from 4 to 5 pm ET.

MONDAY through FRIDAY

11 AM-5 PM ET **Course Sessions**

Courses will run synchronously primarily between the hours of 11 am and 5 pm ET, including breaks. Please refer to your course's individual schedule for its specific dates and times.

TUESDAY, 5:30-6:30 PM ET **Evening Lecture**

Join your fellow students on Zoom for an evening lecture.

Following the lecture, you are invited to a reception on Gather.town from 6:30-7:30 pm ET.

FRIDAY, 5:15-6:30 PM ET **Farewell Reception**

Following Friday's class sessions, you are invited to join a closing reception on Gather.town.

5 PM ET Monday after the Course Week **Course Evaluations**

Students receive RBS course evaluations by email. Please return the evaluation by 5 pm ET on the Monday after the course concludes.

Gather.town Sessions

Socialize with your fellow students throughout the week on Gather.town, an online networking platform. RBS spaces will be available on Gather.town before and after certain class sessions and for receptions. Further details about this software and the schedule will be provided in advance of your course.

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

Advance Advices

Before the first class session, check the course description on the RBS website, the reading list linked to in the course description, or your course Dropbox (to be shared soon) for specific instructions on what to have on hand. It is not, for instance, always necessary to have copies of your advance reading available. Other inside tips on what to bring can be found in the previous year's course evaluations, also available on the course webpage.

Logistics & Technology Requirements

You will be expected to use Zoom to participate in class sessions and optional RBS events (such as evening lectures and receptions). Courses may also utilize Dropbox, Google Drive, or other course-specific software. Students can use Gather.town to socialize outside of class. It's a good idea to download, test, and practice using these platforms prior to your course's start date, to verify whether you have the latest version installed, and to make sure you have a strong, reliable internet connection. We strongly recommend using a laptop or desktop computer rather than a smartphone or tablet.

There will be short breaks between class sessions; the exact timing of the breaks will be provided several weeks before the start of class in a detailed course schedule.

Problems

Please let us know if you encounter problems on any front. If such problems occur before your course begins, 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 michael.taylor@virginia.edu, or by phone at 434-243-2920.

Should any difficulties arise during the course, please bring your concerns to the course session assistant, to the RBS staff (rbsprograms@virginia.edu), or your faculty member.

Reading Lists

Most RBS courses have advance reading lists or assignments that RBS instructors expect their students to complete before the class meets. These are outlined at www.rarebookschool.org/reading. Some readings may be provided by the instructors via Dropbox and/or Google Drive. Instructions on how to access these materials will be provided in advance of the course.

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.

Student Orientations

Prior to every course week, RBS will host an optional student orientation session so that students can practice using Zoom and Gather.town and ask questions about the virtual aspects of their courses. Details about these sessions, including dates, times, and links, will be sent to you in the coming months. If you have any questions relating to the technological aspects of RBS, please contact RBS Online Project Manager Neal Curtis (neal.curtis@virginia.edu).

Recordings

You may take screenshots of teaching materials for your own reference (avoiding images of people's faces), but you may not record audio or video without first receiving permission from the instructors and your classmates. If, through extraordinary circumstances (such as a lost internet connection), you find yourself unable to attend a session, please contact RBS staff at rbsprograms@virginia.edu for temporary access to a recording of the session.

Accessibility Accommodations

Zoom's auto transcription feature will be available for all course sessions, lectures, and the Welcome Talk. When you accept your place in your course in myRBS, please enter your accessibility accommodation requests in the form when prompted. The information from this form will be accessible to the RBS staff who will work with the instructors to meet your needs.

Still to Come

The week before your course, you will receive a detailed course overview in the form of the *Important Information Guide*. This document will include Zoom login information for your course, a course roster, and contact information for the session assistant who will be your main point of contact throughout the week. The *Guide* will also include information for participating in optional orientations, social gatherings, talks, lectures, and receptions.

Parting Thoughts

At RBS, dress is business casual for all events, even over Zoom. RBS participants are encouraged to come to class prepared, and are required to be on time. First-time RBS participants are often surprised by the intensity of the experience, so be sure to get some sleep before classes start!