

# Information Guide | Princeton

## Welcome to Rare Book School!

FOR MORE THAN FORTY 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 several 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 Princeton for your Rare Book School course.

This *Information Guide* will provide general information about what to expect during your course week. *More detailed information about course schedules, events, and accommodations in Princeton will be sent to you soon. We thank you for your patience as we work to finalize this information.* Upon arrival to your course, 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 Princeton

PRINCETON was founded in 1696. It is a charming town that offers a diverse mix of academic and cultural experiences amidst the backdrop of the scenic Lake Carnegie and the close proximity of New York City and Philadelphia.

The town is home to the prestigious Princeton University, founded in 1746. The Princeton University Library system boasts a number of culturally significant collections such as the Schiede Library and the Cotsen Children's Library. Other nearby attractions include the Princeton University Art Museum and the Morven Museum and Gardens.

This year, Princeton will host two Rare Book School courses: "Print for Children," taught by Andrea Immel, Curator of the Cotsen Children's Library and Jill Shefrin, Senior Research Associate in Arts at Trinity College of Toronto, and "Fifteenth-Century Books in Print & Manuscript," taught by Paul Needham, retired Scheide Librarian and Eric White, Scheide Librarian and Assistant University Librarian for Special Collections.

We're excited that you've decided to join us in Princeton this summer, and we want to do all we can to deliver an exceptional educational experience. If you have any questions, please email us at [rbsprograms@virginia.edu](mailto: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 one-and-a-half hours on Sunday evening, 8:30 a.m.–5 p.m. on Monday through Thursday, and 8:30 a.m.–4 p.m. on Friday. Please make your travel plans accordingly!

## SUNDAY, 5 p.m. **Opening Reception**

RBS students will convene for registration and a meal at Winberie's Restaurant & Bar (1 Palmer Square W).

N.B. If you plan to attend this event, RSVP by email ([rbsprograms@virginia.edu](mailto:rbsprograms@virginia.edu)) no later than 30 June.

*Late arrival:* We strongly suggest attending the Sunday night registration, but if you are unable to make it, please email us ([rbsprograms@virginia.edu](mailto:rbsprograms@virginia.edu)) and let us know. If you do not attend, you will need to register in the Firestone Library at 8:15 a.m. sharp on Monday morning.

## MONDAY through THURSDAY

### 8:15 a.m.\* **Final Registration (Monday Only)**

RBS students will convene for registration at the Firestone Library, where all students will receive a copy of the Student's Vade Mecum and a name tag.

### 8:30–10 a.m.\* **First Period**

### 10–10:30 a.m.\* **Morning Break**

Light refreshments available.

### 10:30–12 p.m.\* **Second Period**

### 12–1:30 p.m. **Lunch**

Class breaks for lunch. There are several restaurants in the neighborhoods surrounding the library.

### 1:30–3 p.m.\* **Third Period**

### 3–3:30 p.m. **Afternoon Break**

Light refreshments available.

### 3:30–5 p.m.\* **Fourth Period**

## FRIDAY

### 8:30–10 a.m.\* **First Period**

### 10–10:30 a.m.\* **Morning Break**

Light refreshments available.

### 10:30–12 p.m.\* **Second Period**

### 12–2 p.m. **Lunch**

Class breaks for a long lunch. By tradition, students take their instructor to a group lunch on Friday (you are not obligated to attend). Advance reservations are strongly recommended.

### 2–3:40 p.m.\* **Third Period**

### 3:40–4 p.m.\* **Course Evaluations**

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

## Friday, 4–6 p.m. **Closing Reception**

Princeton University Library will host a closing reception in Special Collections. Drinks and hors d'oeuvres will be provided.

*\* 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 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. 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 a.m.–5 p.m.; 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 a faculty member or contact us at Rare Book School.

## Accommodations

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### Princeton Conferences & Events Services

Perhaps the most inexpensive and convenient lodgings are available through Princeton's summer housing in their student dorms. Princeton dormitories are \$78.37/night plus a \$4 credit card fee and a 2.5% transaction fee. Linen packets, which include a sheet set, a pillowcase, a pillow, and a towel, will be available at no additional cost. The provided blanket is very light, so students are strongly encouraged to bring their own. Final information and a link to register will be shared once it's available. Please reach out to [rbsprograms@virginia.edu](mailto:rbsprograms@virginia.edu) for more details.

Check-in takes place on 27 July from 12–3 p.m. at Bloomberg Hall. Guests who arrive outside this window should contact [rbsprograms@virginia.edu](mailto:rbsprograms@virginia.edu) to arrange for a late check-in. All visitors will be asked to e-sign the Summer Code of Conduct form at check-in. Check-out takes place on 2 August at 11 a.m.

### Hotels

Options for hotel accommodations located near Princeton University are limited. They include the [Hampton Inn at Princeton](#) (4385 US 1 South; 609-951-0066) located five miles from the University, [the Hyatt Regency](#) (102 Carnegie Center; 609-987-1234) located two miles away from the University, and [the Homewood Suites by Hilton](#) (3819 US 1 South; 609-720-0550) less than two miles away from Princeton. [Nassau Inn](#) is a more expensive option, but it is only a five-minute walk from Firestone Library.

## Transportation

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### Air Travel

The closest airport to Princeton is the Princeton Airport (PCT), located 3 miles north of Princeton University (<https://princetonairport.com>). Alternative options include the Newark Liberty International Airport (<https://www.newarkairport.com>), located approximately an hour from Princeton, and the Philadelphia International Airport (<https://www.phl.org>), also approximately an hour from Princeton, but in the opposite direction.

### Taking the Train

The University is easily accessible by train, which runs along the Northeast Corridor line and also stops at Newark airport. Both Amtrak (1-800-872-7245) and NJ TRANSIT (973-275-5555) trains stop at Princeton Junction. Travelers can then transfer to a single-car train operated by NJ TRANSIT, known locally as the “Dinky,” for the five-minute ride to Princeton Station. The station is located on Alexander Street at the southern end of campus.

### Driving to Princeton

The main highway into Princeton is Route 27 / NJ 27. US Route 206 / US 206 also connects to the University. US 206 turns north onto Bayard Lane, with Route 27 continuing northeast into downtown Princeton on Nassau Street, which provides access to Princeton University.

### Parking at Princeton

If you are arriving by car and staying at the dorms, please temporarily park in Theater Drive Garage or Lot 20 and walk to Bloomberg Arch for check-in. Once you have checked in, please move your car to Stadium Drive Garage where you can park for free for the week of the program. Please be sure to register your car prior to your arrival: (link to be provided).

Visitor parking is available for free on weekdays in Lot 23. On weekends and evenings, visitors may park in most other lots and garages. Metered parking is also available on streets around campus, including the Wawa/Train Station lot.

## Advance Advices

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### What to Bring

At RBS, dress is business casual for all events. Summer in Princeton can range from mild to warm, with average temperatures ranging from 84 degrees Fahrenheit in the daytime to 62 degrees at night. *With these temperatures and classroom comfort in mind, sweaters are recommended.* Students staying in a dorm room are encouraged to bring their own blanket. 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 so 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.)

Princeton has two apps that are recommended for help navigating work-life on campus: Princeton Mobile which is free and public ([https://princeton.service-now.com/service?sys\\_id=1099&id=kb\\_article](https://princeton.service-now.com/service?sys_id=1099&id=kb_article)) and TigerSafe, from the Princeton Office of Environmental Health and Safety (<https://ehs.princeton.edu/news/stay-safe-new-tiger-safe-app>).

### Pharmacies & Medical Facilities

The nearest pharmacy to Princeton University is a CVS located at 172 Nassau Street (609-683-1337). The Princeton University Store (36 University Place) also sells medical and personal sundries (609-921-8500 Ext: 100). If you are in need of 24-hour service visit the CVS located at 1099 Rte. 33 Hamilton Square (609-586-6384). This location is approximately a 20-minute drive from Princeton’s campus. The nearest hospital emergency room is the Princeton Hospital Emergency Department located at 1 Plainsboro Road approximately 10 minutes away from Princeton’s campus (609-853-7000). As always, if you need immediate help, dial 911.