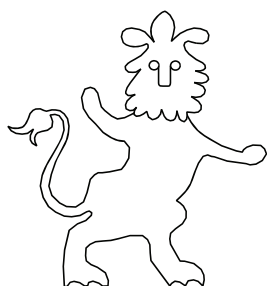


RARE BOOK SCHOOL

Information Guide

Fall 2013 Session in Washington, D.C.



RARE BOOK SCHOOL

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

General Information 202-633-0477
www.asia.si.edu/research/library.asp
National Mall Map www.si.edu/Content/Pdf/Visit/mallmap.pdf

Folger Shakespeare Library

General Information 202-544-4600
www.folger.edu

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Michael Suarez in Alderman Library's McGregor Room, October 2009

PHOTO: COLE GEDDY

A Message from the Director

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, unrelenting 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.



Folger Shakespeare Library

PHOTO: FOLGEREDUCATION.FILES.WORDPRESS.COM

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**

On Sunday evening there will be an optional dinner at a local restaurant (TBD). The location will be communicated to students via email in the weeks prior to class.

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

Registration, including the distribution of *RBS Student's Vade Mecum* and name badges, will take place before 9 AM on Monday morning at the respective venues of both courses.

Freer|Sackler: Please meet in the Haupt Garden by the Smithsonian Castle (see map of National Mall; link on inside cover of this guide) by 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.

Folger: Students should arrange to be at the front desk of the Folger by 8:45 AM on Monday morning. You will be registered as a Folger seminar-only reader and receive a Folger ID. You will then be able

**Required activities are noted by asterisk*

to come and go without having to be escorted through the library.
N.B. Please bring a current government-issued photo ID.

Daily Breakfast

RBS will not be serving breakfast during this session. Students should eat on their own before reporting to class just before 8:30 AM each morning.

MONDAY through THURSDAY

9–10:30 am* **First Period**

10:30–11:00 am **Morning Break**

Tea, coffee, and snacks will be available during breaks in a designated area of the classes' respective buildings.

11:00–12:30 pm* **Second Period**

12:30–1:30 pm **Lunch**

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

1:30–3:00 pm* **Third Period**

3:00–3:30 pm **Afternoon Break**

Tea, coffee, and snacks will be available during breaks in a designated area of the classes' respective buildings.

3:30–4:30 pm* **Fourth Period**

FRIDAY

9–10:30 am* **First Period**

10:30–11:00 am **Morning Break**

Tea, coffee, and snacks will be available during breaks in a designated area of the classes' respective buildings.

11:00–12:30 pm* **Second Period**

12:30–2:30 pm **Long Lunch**

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

2:30–4:00 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 at a local restaurant (TBD) from 4–5 PM on Friday afternoon.

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 swing it. Washington, D.C., early-evening ground and air travel on Fridays is seldom much fun.

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

The Freer Gallery of Art and Arthur M. Sackler Gallery Library 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.

Folger Shakespeare Library

The Folger Shakespeare Library is located at 201 East Capitol Street SE, directly across from the Library of Congress John Adams Building, a block from the US Capitol. The building is open to the public seven days a week: 10 AM to 5 PM on Monday through Saturday, and Noon to 5 PM on Sunday.

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

Neither the Smithsonian nor the Folger provide parking. All-day public parking in the Smithsonian/Capitol 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.

Accommodations

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 Street and F Street NW). Harrington Hotel parking is available for \$15/day at PMI Garage, 1325 G Street, a short walk from the hotel.

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 \$1,800 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.

More affordable—but also more spartan—are the hostels in the vicinity of the Mall. These include:

Capital View. 301 I Street NW (202-450-3450; capitalhostels.com). Dorm-style and private accommodations, and a twenty-minute walk from the National Mall.

William Penn House. 515 East Capitol Street SE (202-543-5560; williampennhouse.org). Very cheap dormitory-style accommodations. The WPH is run by the Religious Society of Friends, but is an entirely open-faith environment.

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 www.gosmithsonian.com, the official visitor's guide to the Smithsonian.



Freer Gallery of Art

PHOTO: SLE.U

Advance Advices

Incoming Phone Messages and Mail

Non-urgent phone messages may be left with the main RBS office (434-924-8851) for relaying to Freer|Sackler and the Folger. Urgent messages may be left directly at the Freer|Sackler Library front desk (202-633-0477) or Folger Library security desk (202-675-0309).

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. The Folger does have public Wi-Fi; connection information will be provided upon arrival.

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 indicate so on your myRBS profile.

Security

For reasons of security, you may be asked to provide a government-issued photo ID while you are in the Freer|Sackler or Folger buildings. 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 classrooms are on the cold side.

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. Only pencils are allowed in RBS classrooms (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 to the Freer|Sackler is a CVS located at 433 L'Enfant Plaza Center, three blocks south; (202) 554-5270. The closest one to the Folger is Grubbs Care Pharmacy, located at 326 East Capitol Street (202-543-4400).

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; the 24-hour security desk at the Folger (202-675-0309) is also the location for its lost & found.

Rare Book School gratefully acknowledges the following donors who gave \$5,000 or more to the 2012–2013 expansion of Rare Book School's facilities in Alderman Library:

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