

INTERNAL For discussion purposes only

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## SPECIAL COLLECTIONS COMMITTEE CHARTER (DRAFT)

### Purpose

The Special Collections Committee serves in an advisory capacity for a variety of matters, including the development, stewardship, and promotion of the Boston Public Library's exceptional Special Collections. These rare and culturally significant materials—collected from the earliest years of the library to present day—span a wide variety of periods, subjects and formats, including rare books, manuscripts, maps, archives, prints, photographs, music, and works of art.

As a public institution, the Boston Public Library holds its Special Collections in public trust. One of the primary roles of this Committee is to bring broader public awareness to the activities and priorities within Special Collections. This will be achieved through regular reports on collection development, access and outreach efforts, major projects, stewardship work, and other initiatives as appropriate. Committee members are asked to advise on the library's ongoing strategic initiatives and priorities for Special Collections. They support and promote, these efforts among affiliate groups, external stakeholders, community organizations, and the broader public with the goal of aligning and leveraging advocacy for Special Collections to amplify the BPL's larger institutional mission, services, and strategic priorities.

### Committee Composition

Library Trustees, individuals from the library and cultural heritage fields, representatives of library affiliate groups, members of the community at large, the President of the BPL, and the Director of Research & Special Collections serve on the Special Collections Committee.

### Committee Responsibilities

- Offer community perspectives and input on relevant policies, projects, and processes that affect stewardship of and access to Special Collections.
- Provide recommendations to the BPL Board of Trustees on Special Collections matters requiring Board approval.
- Review regular reports on new acquisitions, initiatives, accomplishments, and strategic goals for Special Collections in conjunction with the overall BPL strategic priorities.
- Build awareness and foster connections among relevant local, peer, and philanthropic communities for greater support of the library's ongoing Special Collections stewardship, discovery, and outreach efforts.

### Committee Engagement

The Committee shall meet three times annually and report annually to the Board of Trustees on its activities and progress toward goals supporting BPL's strategic priorities.

Research & Special Collections  
NOVEMBER 2023

Beth Prindle  
Director of Research &  
Special Collections

**COLLECTION SECURITY**  
Jamila Beasley  
Collection Security  
Manager

**PRESERVATION**  
Jessica Bitely  
Preservation Manager

**ARTS**  
Kristin Parker  
Manager of the Arts

**RARE BOOKS & MSS**  
Jay Moschella  
Head of Rare Books  
& Manuscripts

**ARCHIVES**  
Eve Neiger  
Lead Archivist

**RESEARCH COLLECTION**  
**VACANT**  
Manager of Research  
Collections

**RESEARCH SERVICES**  
**VACANT**  
Manager of Research  
Services

**CONSERVATION LAB**  
Chris Letizia  
Chief Book  
Conservator

Mary French  
Conservation  
Officer

Rebecca Philio  
Conservation  
Technician

Eve Griffin  
Curator of Fine  
Arts

Jared Rex  
Curator of Music

Aaron Schmidt  
Curator of  
Photography

Karen Shafts  
Curator of Prints

Calder Sell  
Special Library  
Assistant II

Anne Moore  
Special Library  
Assistant II

Sabina  
Beauchard  
Special Library  
Assistant II

Claire Drone-  
Sillers  
Rare Books and  
Manuscripts  
Specialist

Lucretia Baskin  
Rare Books &  
Manuscripts  
Cataloger

Nicole Veneto  
Special Library  
Assistant II

Kim Reynolds  
Processing  
Archivist

Margaret Peachy  
Processing Archivist

Crystal Rogers  
Processing Archivist

**OFFSITE STORAGE-COBAC**  
Fatima Rosario  
Offsite Storage  
Coordinator

Katie Geraghty  
Special Library  
Assistant

Claudia Teixeira  
Special Library  
Assistant

Mary Bender  
Special Projects  
Coordinator

Anna Lee  
Stacks Coordinator

Amber De Angelis  
Research Services  
Team Leader

Fine Arts Specialist (P2)  
*Sarah Hagan*  
Genealogy Specialist (P2)  
*Jessy Wheeler*  
Government Information Specialist (P2)  
*John Devine*  
Local History Specialist (P2)  
*Diane Parks*  
Performing Arts Specialist (P2)  
*Rebecca Hunt*

**Research Services Librarians (P1)**  
*Chris Glass*  
*Alea Stokes*  
*Dana Gray*

Kathleen  
Monahan  
Special  
Collections Public  
Services Librarian