



LibraryNotes

For Harvard Library staff

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Harvard-Yenching Library Receives Important Chinese Data Base

Dr. Victor Fung, Class of 1971 (Ph.D.), Chairman of Prudential Asia and Chairman of the Hong Kong Trade Development Council, and **Gabriel Yu**, Chairman of Italade Enterprises Limited and owner of Digital Heritage Company of Hong Kong, donated a copy of the Sidu Quanshu Electronic Data Base and site license to the Harvard-Yenching Library in a donation ceremony on September 29, in the library's Chinn Ho Reading Room.

Dr. Fung is also a former faculty member of the Harvard School of Business. Harvard-Yenching Library, a unit of the Harvard College Library, has the most extensive academic research collection of East Asian materials outside of Asia. This gift is an important addition to the collection.

The Siku Quanshu is the most comprehensive encyclopedia of Chinese scholarship from antiquity to the eighteenth century. The Siku Quanshu, or Complete Library in Four Branches of Literature, was compiled between 1773 and 1782 under the edict of Emperor Qianlong of the Qing Dynasty (1644-1912).

It contains more than 3,460 works with a total of more than 36,000 volumes. Its contents cover a wide range of subjects, including classics, history, literature, philosophy, geography, politics, rules and regulations, economics, society, astronomy, science, technology, medicine, etc. Only the best works representing the 5,000 years of Chinese culture and civilization were selected for inclusion in this gigantic compilation.

Seven copies of the Siku Quanshu, all written by hand, were originally created. As a result of the Boxer Rebellion and civil wars in China, only two complete sets of the original copies still exist today: one copy in the National Palace Museum in Taiwan and the other copy in the National Library of China in Beijing.

The Commercial Press of Taiwan reprinted the copy in the National Palace Museum in Taiwan about twenty years ago. It is known as the Wenyuange Edition. The Harvard-Yenching Library has a complete set of

this reprint edition in 400 volumes.

The Siku Quanshu Electronic Database (Wenyuange Edition) developed by the Digital Heritage Company in Hong Kong is a full-text retrieval system that includes the texts of the entire Siku Collection with a very powerful search engine on 175 disks. It is by far the most comprehensive and versatile lan-based electronic database for the Siku Collection.

The development of this electronic database engaged over 100 technicians and editors from Beijing, Shanghai, and Hong Kong. World-renowned scholars were invited to serve as consultants for the project. This electronic database provides full-text retrieval functions of the 800 million Chinese characters in the Siku Collection.

Special features include searches by title, author, caption title, special indices, subject divisions, name and dynasty of the author, special reference tools, book marking, note taking, etc.

With a variety of search methods, it provides scholars with an easy, fast, and convenient search of the huge amount of texts among specific chapters of specific volumes in the Siku Collection. The development of this electronic database itself is a significant contribution to scholarship.

Only the best works representing the 5,000 years of Chinese culture and civilization were selected for inclusion in this gigantic compilation.

Noted Conservator Christopher Clarkson Visits Harvard

Medieval Bookbinding and Its Relevance to Conservation was the topic of a two-day seminar presented on August 2-3 for Harvard's conservation staff by **Christopher Clarkson**, renowned British book conservator and historian. The program, sponsored by the Harvard University Library Preservation Center and Harvard College Library Preservation & Imaging Services Department, opened with a slide lecture summarizing

developments in bookmaking from the early codex form to European medieval book structures. Mr. Clarkson's presentation carried an important message for conservators charged with the care of materials that have value not only as carriers of information but also as cultural artifacts. Unfortunately, as the presentation made evident, an historic enthusiasm for rebinding in fine, decorated styles has resulted in the widespread



Christopher Clarkson, international authority on medieval books and their conservation shares his knowledge with Harvard conservators

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office of the director
 Harvard University Library
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Personnel

HCL STAFF NEWS

Janet Steins has joined the Tozzer Library as the Associate Librarian for Technical Services and Collections. Janet has an M.S. in library science from Columbia University and both a B.A. and M.A. in anthropology, from Queens College (CUNY) and New York University respectively. She was responsible for selecting library materials for a Ph.D. level program in anthropology for eight years at SUNY Stony Brook and also worked briefly in the American Museum of Natural History library. Prior to HCL, Janet worked for Iona College Libraries as the Coordinator of Technical Services, which included supervising several staff members and overseeing the department budget.

Bill Comstock joined the Harvard College Library as the Manager of the Digital Imaging Group in June. Bill

comes to Harvard from MIT, where he was Technical Supervisor for the libraries' Document Services Department. At MIT, Bill's responsibilities included staff supervision, computer systems administration and planning, and management of micrographic and digital imaging services. He is a graduate of the University of Maine and of MIT's Lowell Institute School.

Margaret Kennedy joined the Office of the Librarian in August as Staff Assistant. Margaret and her husband recently relocated to the Boston area from Seattle, where she worked as a supervisor of a Freight Forwarding Company. Margaret will be providing administrative support for the Librarian's Office, the Development Associate, and the Friends of the HCL.

Susanne Dwyer joined the Office of Human Resource Services in August as a Staff Assistant. A graduate of Georg-

August University in Germany with a Masters Degree in Social Science, Susanne has recently relocated to the Boston area with her husband. She will serve as the HR office's initial contact person and handle a diverse range of administrative duties.

Mingtao Zhao, a former employee of the Harvard-Yenching Library, is now a Scanning Technician in the Imaging Services Department's Digital Imaging Group. Prior to arriving at Harvard, Mingtao was an Assistant Professor and University Soccer Coach at Jimei University in China.

Michael Herrick has joined the Slavic Division in the Area Studies Department of Widener Library as the new Slavic Librarian. Michael graduated from Columbia University with a B.A. in Russian Studies. He received an M.A. in Russian literature from Yale University and until recently was work-

ing toward a Ph.D. in medieval Slavic literature. At Yale, Michael was an instructor of Russian and worked in the main library. He has worked on various library catalog projects, including a major one at the Center for Research Libraries, and is quite familiar with Slavic language material.

Nicholas Wharton has accepted the position of Interlibrary Loan Librarian for Widener Library. Previously, Nick was at Brown University, where he worked as the Information Delivery Services Librarian since 1997. At Brown, Nick supervised the ILL team and demonstrated a commitment to document delivery and patron satisfaction. Nick received his M.L.I.S. from the University of Rhode Island, holds an M.S. in English Education from Rhode Island College and a B.A. in English from Bates College.

Exhibition of Hand Bound Sacred Books

The Andover-Harvard Theological Library at the Harvard Divinity School is hosting an exhibition of hand bound Sacred Books.

Sandra Kahn, a former HDS attendee, combines her love of the world's sacred literature with her unusual use of leather and other materials to create an array of one-of-a-kind Bibles, Torahs, and texts of Eastern and Native religions. Drawing on Native American traditions, each of her "Old Leather" books is made from the leather of an old jacket or piece of clothing. Sandra uses the animal skin in the ancient way, with respect and honor for its beauty, durability, and life.

The animal has given its life for food and also for a beautiful and functional object. There is a special energy that flows from the animal, the original owner's affectionate touch, the artist's sensitive touch, and the users own touch.

These are books with a history, and like antiques, the very history of use and former ownership is what gives them an indefinable charm. For more information on the exhibition contact **Russell Pollard** (russell_pollard@harvard.edu, 617-495-5910)

The screenshot shows a Netscape browser window titled "Netscape: Staff News". The address bar displays "http://hul.harvard.edu/publications/staff_news.html". The page header features the Harvard University Library logo and name. A navigation menu on the left lists various library resources. The main content area is titled "Staff News" and contains a form for submitting information. The form includes a text area for a message, a "Submit News Item" button, and several input fields for "Contact", "Title", "Library", "Phone", "Email", and "News submitted by [name and e-mail]". Radio buttons allow selection of "Personnel Updates", "Staff Activity", "Staff Award", or "Staff Publication, Event or Exhibition". The footer contains copyright information for 1999 and the last changed date of Thursday, 14-Oct-1999.

Submit Library News Online

Library staff can now submit items for inclusion in *Library Notes* by using the web form available at http://hul.harvard.edu/publications/staff_news.html

CLARKSON
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destruction of early, unadorned bindings, and thus the loss of much of the evidence that documents the evolution of early bookmaking.

On the second day of the program, Mr. Clarkson showed examples of early books, pointing out the features of each volume and discussing their implications. The morning session was hosted by Houghton Library and the afternoon by the Law School Library. Small holes, a fragment of thread, a scribe's instruction in a margin, all proved to be clues to the nature of the volumes as they had been originally conceived—features less evident now because of wear and sometimes misguided restoration efforts. Participants inspected volumes one by one, as Mr. Clarkson concluded his remarks about each item. Again and again he read aloud from a dealer's catalog description, carefully preserved with the volume, only to then point out that the oak boards were beech; the doe skin, calf; the sewing method incorrectly identified; and a "later repair,"

actually an original feature.

On August 4, Mr. Clarkson led a hands-on workshop on techniques for working with parchment (animal skin dried under tension). Participants practiced tapering, adhering with gelatine, and stitching together this beautiful and useful material—learning how to shape patches for holes, to mend tears, and to make repairs over text using thin, transparent fish skin.

Mr. Clarkson is an international

Mr. Clarkson's presentation carried an important message for conservators charged with the care of materials that have value not only as carriers of information but also as cultural artifacts.

authority on medieval books and their conservation. He trained first at the Royal College of Art, London, graduating in 1964; then he worked for many years under S.M. Cockerell (Cambridge, England) and later, with Roger Powell. Powell is best known for his conservation of the *Book of Kells* and other treasures of Irish bookmaking. He also taught graphic design, wood-engraving, and fine bookbinding at leading London art colleges.

After the Arno River flooded its banks in 1966, Mr. Clarkson went to Florence with the English team, to help libraries recover from the massive damage caused to priceless collections by water and mud. In 1972, he came to the United States, where he assisted in the design and establishment of the first conservation facility for special collections at the Library of Congress. During this period he was also a consultant to the Smithsonian Institution and The National Gallery of Art. In 1977, Mr. Clarkson moved to the Walters Art Gallery as conservator of manuscripts. There he also wrote detailed binding descriptions for a new manuscript catalog.

In 1979, Mr. Clarkson returned to England to accept a post as Conservation Officer at the Bodleian Library, Oxford, where he helped to organize and manage the Book and Manuscript Programmes for Oxford University. Concerned about inadequate training in the field of the conservation of books and manuscripts, in 1987, Clarkson moved to the Edward James Foundation in West Sussex, where he ran an internship program and conserved medieval manuscripts. When this workshop closed in 1998, he returned to private practice in Oxford and is presently a conservation consultant to the Bodleian Library, Hereford Cathedral Mappa Mundi & Chained Library.

Christopher Clarkson regularly teaches *Introduction to Medieval and Early Renaissance Bookbinding Structures* at the University of Virginia Rare Book School program.

What Every Employee Should Know

Employees and supervisors are growing more and more aware of the benefits of an employee assistance program (EAP). Employees and their families contact EAP professionals to find help for a wide variety of problems that affect their daily lives. ***At Harvard University your EAP is the Faculty and Staff Assistance Program, 495-HELP (4357).***

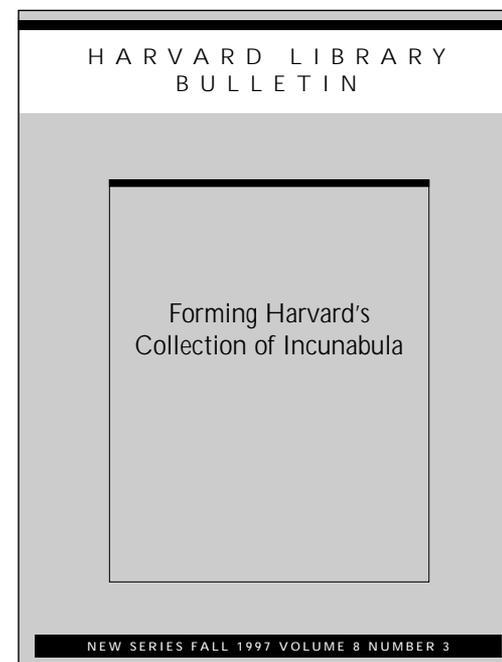
The professional staff offer evaluation and referral assistance with a wide variety of topics including:

- Family and marital issues
- Problems with alcohol and other drugs
- Personal/emotional problems
- Child/elder care relationship issues
- Job stress
- Financial/budget counseling
- Problems requiring legal advice, and many, many other topics.
- FSAP helps the employee and his or her family. It is an excellent resource for solving problems that have an adverse effect on you, your family, your health, and your productivity.
- FSAP is free! Appointments can be by telephone or in-person.

- FSAP maintains a strict code of confidentiality. The professional staff interface within all levels of the University while maintaining a code of professional, ethical conduct. They are Licensed Clinical Social Workers with extensive experience.
- FSAP protects the rights of its clients. One of the program's highest priorities is to protect the rights of its clients. This protection begins with some important points you need to know.
 - ***The information you share with FSAP is strictly confidential.*** Even if your supervisor or Human Resource representative referred you to FSAP for a job performance or personal issue, he or she does not have a right to know you have contacted FSAP.
 - FSAP does not disclose any information to anyone without your written permission.
 - FSAP keeps no permanent client records.
 - FSAP assists callers who choose to be anonymous.

IF you need help or more information about the Faculty and Staff Assistance Program, call Carol Steinman, Renata Selig or Andrea Grant at 495-HELP (4357).
<http://www.fsap.harvard.edu>

Harvard Library Bulletin Newly Available



Friends of the Harvard College Library will soon begin to receive a considerable number of issues of the Harvard Library Bulletin. Vol. 8, no. 3 is now available, and others will shortly follow, now that production difficulties are in the process of being resolved. The first issue that subscribers will receive is a particular treat. It is an account of "Forming Harvard's Collection of Incunabula," by James E. Walsh.

Preservation Outreach: Educational Materials for Library Staff and Users

Preservation of the magnificent library collections at Harvard is a widely championed goal within the University and library communities. Each year the libraries undertake a broad range of activities in a collective effort to meet a University-wide preservation mission. Rare, fragile, and deteriorating materials are conserved or copied in a manner consistent with their nature, value, and anticipated use. Many strategies are employed to ensure that Harvard's library collections survive—be they recorded on paper, vellum, plastic, or metal, and the many combinations of materials that make up modern media. New preservation challenges emerge with every new development in information technology. As difficult as it is to match a preservation problem to an appropriate solution, approaches to decision making in this area are gradually being codified worldwide.

Because many of the materials that make up library collections are neither sturdy nor long lived, the need for remedial preservation typically outstrips institutional capabilities. Deterioration and loss of materials can, however, be prevented or slowed drastically by maintaining high-quality building environments and computer storage systems and by careful handling of individual objects within the collections. A series of educational products being developed by the Harvard University Library Preservation Center and the Harvard College Library Preservation & Imaging Services Department is directed toward improved handling.

Why store oversized books flat instead of upright? Why position shelving at least 6" from the floor or hold a compact disk by its edges? Why avoid using rubber bands to temporarily consolidate loose journal issues? These questions are answered in *15 Ways to Save Harvard's Collections: A Guide for People Who Work in Libraries*, a poster that is being distributed to every member of the Harvard University Library staff. "Bring damp, wet, and moldy materials to preservation staff promptly," urges message #12. "The

sooner such problems are addressed, the more likely the materials can be salvaged successfully." A picture of a warped binding illustrates the point. Message #15 reads, "Help keep library materials clean and libraries pest free. Eat and drink only in areas designated for that purpose and leave books behind." The image of a coffee stain provides justification.

A second poster, designed for display near public copy machines, reads "Make a Lasting Contribution to Harvard. Copy With Care. To prevent broken bindings and damaged pages, please copy from books and journals one page at a time. This is especially important when volumes are fragile or

MAKE A
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Help preserve the Library's books. To prevent broken bindings and damaged pages, please copy from books and journals one page at a time. This is especially important when volumes are fragile or don't open flat.

HARVARD UNIVERSITY LIBRARY
HARVARD COLLEGE LIBRARY

guidelines for library staff. *Conservation Guidelines: Transfer of Materials to the Harvard Depository and Guidelines for Cleaning and Moving Library Collections* are currently in production.

The posters and table tents are available from the Harvard University Library Preservation Center. Please call 495-8596 for copies.

Make
your
mark in the
classroom,
not in
Harvard's
books.

MAKE A LASTING CONTRIBUTION TO HARVARD.
HELP PRESERVE THE LIBRARY'S BOOKS.

HARVARD UNIVERSITY LIBRARY
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