

RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage

Editor Position Description and Process for Appointment

RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage is a biannual, scholarly research journal of the Association of College & Research Libraries (ACRL). The Editor of *RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage* is appointed for a three-year term which may be renewed for two additional three-year terms. Editors must be members of ALA and ACRL.

The editor of *RBM* is responsible for the editorial content of the journal. An editorial board assists the editor, primarily in refereeing manuscripts. The production of the journal is handled by a production editor at the ACRL offices. Advertising space sales and journal promotion are handled by Choice advertising staff. ACRL staff has responsibility for overall coordination and for the budget. The *RBM* editor serves as a voting ex-officio member on the ACRL Publications Coordinating Committee

Appointment of editor for *RBM* follows the ACRL policies and procedures for conducting searches for and appointments to these types of posts. Responsibility for conducting the search is shared by the chair of the Publications Coordinating Committee and the ACRL office staff. Recommendation for appointment of editor is made to the ACRL Board of Directors by the Publications Coordinating Committee after the conducting of a search. The ACRL Board approves the appointment of editor of *RBM*.

Specific responsibilities include:

- Responsibility for the content of the publication, and for submitting copy to the *RBM* production editor and reviewing proofs according to the production schedule.
- Work closely with *RBM* production editor to meet the production schedules, and proof copy.
- Review all submitted manuscripts against the scope and purpose of *RBM* for technical accuracy and for conformity with the general style of the publication.
- Recommend books for review to the *RBM* book review editor, and determine the reviews being published in specific issues and the *RBM* digital portal.
- Maintain the external reviewer pool and cultivate new reviewers.
- Select referees, send articles to referees, follow-up to ensure material is refereed on a timely basis.
- As chair of the *RBM* Editorial Board, is responsible for annual board volunteer appointments and board composition, completes ACRL annual plans and reports,

and serves as a member of the Publications Coordinating Committee of ACRL (PCC) and the Rare Books and Manuscripts Section (RBMS) Communications Committee.

- Copy edits each manuscript and reviews edited proofs.
- Maintains the established style for content.
- Secures illustrations and cover art.
- Plans the table of contents for each issue.
- Appoints regular feature column editors as appropriate.
- Plans special features and special issues.
- Solicits manuscripts as appropriate in order to maintain a satisfactory issue size.