



Welcome to

English Paleography

An Andrew W. Mellon Foundation Summer Institute
at
The Folger Shakespeare Library

Directed by Heather Wolfe

10 July through 4 August 2006

Dear Mellon Paleography Summer Institute Participants,

We look forward to welcoming you to the Folger Shakespeare Library in a few weeks for the English Paleography Summer Institute to be directed by Dr. Heather Wolfe. We hope that this guide answers many of your questions about working at the Folger and living in Washington.

If you have any further questions or concerns, please feel free to contact us. You can reach us by email at institute@folger.edu or by telephone at (202) 675-0333.

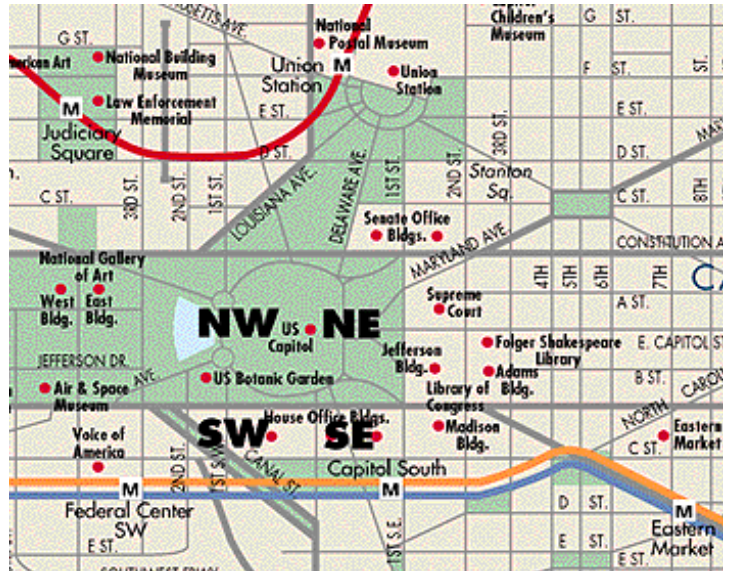
The Folger Institute Staff

Kathleen Lynch, Executive Director
Carol Brobeck, Research Fellowships Administrator
and Folger Institute Liaison
Owen Williams, Program Administrator
Virginia Millington, Program Assistant
Amelia DiMichael, Program Intern

PRACTICAL INFORMATION

GEOGRAPHY OF WASHINGTON

The Folger Shakespeare Library is located on East Capitol Street between Second and Third Streets, SE, two blocks east of the Capitol Building, home of the U.S. Congress and the focal point of Pierre L'Enfant's plan for Washington. Converging on the Capitol are North Capitol Street, South Capitol Street, East Capitol Street, and (where West Capitol Street might be expected to be) the Mall, a green area that stretches from the west steps of the Capitol to the Lincoln Memorial. This divides the city into four quadrants. Therefore, it is critical to know whether the address you are looking for on Fourth Street, for example, is on the Fourth Street of the Northeast or of the Southeast quadrant. Examining the map to the right, you will notice that streets that run north and south are numbered, while those that run east and west are named in order with the letters of the alphabet (and in sequence thereafter with alphabetical listings of words of two syllables, then of three syllables, and finally of flowers and trees). Superimposed upon this grid system are avenues that run on the diagonal that are named after U.S. states.



The Northwest quadrant, the largest of the four, encompasses the Mall, the majority of the museums, the National Zoo, Rock Creek Park, Georgetown, The Shakespeare Theatre, downtown, Dupont Circle, Adams-Morgan, most hotels, and extensive residential areas. The Northeast quadrant is primarily residential but also includes Union Station (an Amtrak and Metro station), the Dirksen and Hart office buildings of the Senate, and the Supreme Court. In the Southeast quadrant are (besides the Folger) the Library of Congress, the Cannon and Longworth office buildings of the House of Representatives, the Capitol South Metro station, Eastern Market, and, across the Anacostia River, more residential areas. In the Southwest quadrant, the smallest of the four, are the waterfront area, West Potomac Park, L'Enfant Plaza, and the Arena Stage.

WASHINGTON CLIMATE AND WEATHER

Average summer temperatures in Washington range from the upper 80s to low 100s during the day, and from the upper 70s through the 80s in the evenings. The humidity is normally 80 to 90 percent. Thunderstorms are common, usually occurring in the late afternoon. The Library is air-conditioned to a cool temperature that has been determined to best preserve the collection. Therefore, despite the heat and humidity of Washington summers, you may want to keep a sweater in the Readers' cloakroom for use in the Reading Room.

GETTING HERE

Planes and Airports

Washington is served by three airports: Reagan National (DCA), Dulles International (IAD), and Baltimore-Washington International (BWI). Reagan National Airport (<http://www.mwaa.com/national/index.htm>), by far the closest, is located just across the Potomac River between Alexandria and Arlington. It can be reached by taxi, bus, or the Metrorail system (Blue or Yellow lines). The least expensive way to travel from National Airport to the Folger Shakespeare Library is by metro. The fare varies depending on time of day, but it should be between two and three dollars. A cab from National will run upwards of \$15; it is also possible to take the SuperShuttle, a door-to-door, shared-ride minivan from National Airport to downtown Washington. SuperShuttle operates out of the Washington Flyer kiosks, located in each terminal of the airport. To travel from the airport to downtown DC, you generally do not need a reservation. The cost varies depending on your destination. To travel back to the airport at the end of your visit, call 1-800-BLUEVAN to make a reservation and arrange for pick-up.

Dulles International Airport (www.metwashairports.com/dulles/index.htm), located on the western edge of Fairfax County in Northern Virginia, is some distance from the city. It can be reached by either taxi or airport bus. From Dulles Airport it is possible to take a taxi to the District of Columbia for around \$47.00 one-way, and the trip takes about 45 minutes to one hour. The SuperShuttle service mentioned above costs about \$22.00 one-way for a trip to downtown Washington. Dulles is also served by the Washington Flyer Coach Service, which runs between Dulles and West Falls Church Metro Station in Northern Virginia every twenty minutes or half-hour, depending on the time of day. This trip costs \$8.00 one-way or \$14.00 round-trip.

Baltimore-Washington International (www.bwiairport.com), located just south of Baltimore, can be reached by taxi or shuttle. You can also take either Amtrak or MARC trains, which share a station connected to the airport by a free shuttle bus. The MARC fare is five dollars one-way to Union Station, but it does not run on weekends. The Amtrak train is under twenty dollars one-way to Union Station. Contact Amtrak (www.amtrak.com) or MARC (www.mtmaryland.com/services/marc/) directly for schedule information.

GETTING AROUND TOWN

Metrorail and Metrobus

The Metro system is reliable, clean, and safe. The Metrorail stations closest to the Library are Union Station, on the red line, and Capitol South, on the orange and blue lines. Fares increase according to the distance of your trip and are higher during peak hours, from 5:30 to 9:30 a.m. and from 3:00 to 7:00 p.m. To travel on the system you must purchase a farecard that, inserted through a till at both the beginning and end of your journey, will automatically subtract the value of your trip and can be reused as long as it retains value. If your farecard has too little value for your desired ride, you can enter the system with the card and then use an "Exitfare" machine at the end station to add the exact fare needed to that destination.

From Union Station, you can catch a bus to Georgetown. On buses you may use cash (exact change only), SmartTrip cards, transfers from the Metro system, or, for daily or weekend/tourist travel, passes. Route maps and instructions for the buses may be requested by calling the Metro office at (202) 637-7000 or by visiting their website at <http://www.wmata.com>.

Cars

The Library discourages readers from bringing cars to Washington, as parking is limited and public transportation is convenient. The District police are rigorous in their attention to parking violations on Capitol Hill.

The Library has no off-street parking for readers. On-street parking in the neighborhood around the Library includes metered parking and time-limited parking. Meters have a maximum of two hours; you cannot avoid a ticket by feeding the meter all day. Time-limited parking is also restricted to two-hour stays; even moving your car after two hours to another space in the same residential parking zone can result in a ticket.

Applications for District parking permits require different supporting documents depending upon the length of stay. For a permit that is good for two weeks (and renewable once), you must present a letter of occupancy, written by the Library Registrar, that includes your license plate number, state the car is registered in, and the dates of stay. This letter is presented to the Metropolitan Police at 500 E Street, NE, Washington, DC 20003. There is no fee for this permit.

If your car will be staying for more than four weeks and you wish to obtain a parking permit, you must register your car in the District of Columbia, obtain D.C. license plates, and provide proof of insurance. To obtain this type of parking permit, you must present the correct documentation to a clerk in room 1157 of the District's DMV Building, located at 301 C Street, NW. Please visit their website (<http://dmv.washingtondc.gov>) for more information about this process.

Taxicabs

Washington cabs are comparatively inexpensive, and it costs less and saves time to hail a cab on the street instead of telephoning for one, especially during rush hour. If you have a disagreement with a cab driver over a fare, do not argue. Get the driver's name and license number (which should be posted in the cab) and call the cab company.

Washington cabdrivers are allowed to pick up other passengers (and to charge each separately) if their destinations do not take the original passenger more than several blocks out of his or her way. For a helpful guide to the taxi situation, please visit www.dcpages.com/Travel/Reviews/taxi.shtml.

GROCERY SHOPPING

There are a number of grocery stores and smaller local markets in Washington. There is a Whole Foods Market in Georgetown and another at 1440 P St. NW. In the Foggy Bottom neighborhood, there is a Safeway at Virginia Avenue and New Hampshire Avenue NW and the Foggy Bottom Grocery at 2140 F Street, NW. There are also numerous farmers markets held during the summer. A popular option is Eastern Market (7th Street, SE, between Independence and Pennsylvania Avenues). The market is open Tuesday through Sunday, and on weekends it spills out of the building with additional vendors, artists, and craftsmen. Other farmer's markets are held at the Stadium/Armory Starplex every Tuesday and Thursday at 2001 East Capitol Street (Stadium-Armory Metro station, on the Blue and Orange lines); at Dupont Circle, held every Sunday, rain or shine, from 9 a.m. to 1 p.m. at Twentieth Street, NW, between Massachusetts

Avenue and Q Street (Dupont Circle Metro station, on the Red line, north exit); and at Takoma Park, Maryland, held on Sundays (Takoma Park Metro station, on the Red line).

OTHER SHOPPING

Department stores can be found in downtown Washington (Metro Center station). Shopping centers served by the metro are Union Station (Union Station Metro station), L'Enfant Plaza (L'Enfant Plaza station), The Shops at National Place (Federal Triangle or Metro Center stations), Pentagon City (Pentagon City station), Mazza Gallerie (Friendship Heights station), White Flint Mall (White Flint station), and Ballston Common (Ballston station). Georgetown and Georgetown Park are accessible by bus or via a longish walk from the Foggy Bottom station. For shopping nearest the Folger, try the specialty shops along Pennsylvania Avenue and those clustered near the Eastern Market.

RESTAURANTS

In Washington, you can eat a different type of cuisine every night of the week for the summer. In the Capitol Hill neighborhood alone you can find new American cuisine, Italian, Greek, Chinese, Japanese, Thai, French, Irish, Mexican, and German restaurants, as well as pub and fast food. The downtown areas of Adams-Morgan (located at the intersection of 18th St. and Columbia NW), Dupont Circle, U Street and the Waterfront are all accessible by Metro and offer a wide variety of dining experiences.

A few places to read restaurant reviews are *The Washington Post* on Wednesdays, the Weekend section in Friday's *Post*, and on Sundays, *The Washington Post Magazine*. The online *Washingtonian* magazine also has a section of restaurant reviews.

ENTERTAINMENT

Entertainment in Washington includes plays, the symphony, the ballet, the opera, movies, concerts, sports events, and museums. Reviews of plays, concerts, and movies can be found in the Style section of *The Washington Post* during the week and in the Weekend section of the Friday *Post*.

BANKING

The Library conducts business with the National Capitol Bank, located at 316 Pennsylvania Avenue, SE, within walking distance of the Library; therefore, this is probably the best bank to use if you decide to establish a local account. Please let us know if you would like to pursue this option. Several banks within walking distance of the Library have automatic teller machines.

SCHEDULE

The Institute is scheduled to meet Mondays, Tuesdays, Wednesdays, and Thursdays from 1:00 p.m. until 4:30 p.m. Participants are free Fridays, Saturdays, and most mornings for assigned summer institute practice and personal research.

The Library's weekday hours are 8:45 a.m. to 4:45 p.m., and on Saturdays the Library is open from 9 a.m. to noon and from 1:00 p.m. to 4:30 p.m. Readers should be aware that no rare materials are paged on Saturdays, although they may be consulted if previously paged on a weekday. The Library is closed on Sundays and Federal holidays, including the Fourth of July.

INSTITUTE POLICIES AND PROCEDURES

STIPENDS

The Mellon Foundation provides a stipend of \$1,800 for all participants in the summer institute; it will be distributed to participants at the first meeting. For those participants who are taking advantage of the housing arranged by The Folger Institute at The George Washington University, lodging expenses will be deducted from the stipend and submitted directly to GW's housing. If for some reason you are not able to complete the full program of the summer institute, it is incumbent upon you to contact the Institute regarding the return of stipend funds on a pro-rated basis.

ABSENCES

You are expected to attend each session of the entire summer institute. If you are unable to attend a session, you should notify Dr. Wolfe.

VISITORS

It is normally not possible to bring visitors to the summer institute, in accordance with the Library's security policies.

EVALUATIONS

All participants in Folger Institute programs are required to evaluate programs at their conclusion.

USING THE FOLGER SHAKESPEARE LIBRARY

This section is a brief introduction to the Folger Shakespeare Library proper. The Library staff understands that finding your way around a research library can be confusing, and they expect you to ask questions until you get your bearings. The first week's schedule will include detailed introductions to the Folger's collections and their points of access. You will be notified of these opportunities in advance via the listserv.

During the first week, the curatorial staff will introduce participants to the manuscript, print, and art collections held in the Folger Shakespeare Library. Also during the first week, Dr. Georgianna Ziegler will provide a tutorial to search strategies for the various electronic resources available via HAMNET. Dr. Ziegler also will review the proliferating number of electronic reference works, databases, and online union catalogs now available as links.

GENERAL RULES

Three simple rules are in effect in the Folger Shakespeare Library:

- 1) No pens are allowed in the Library proper,
- 2) No food or drink is allowed in the Library proper, and
- 3) In order to leave the Central Library, readers must secure an exit pass at the Circulation Desk and present it to the Registrar.

Please refer to the "Guidelines for Readers" for additional information.

ENTERING THE BUILDING

To enter the Folger Shakespeare Library, please use the entrance nearest the corner of 2nd Street and East Capitol Street, SE. If you do not yet have a valid Reader's card, you will need to tell the guard on duty that you are coming to register as a reader, and he will direct you to the Registrar. Filling out the enclosed registration card in advance will facilitate the registration process. The Registrar will also schedule a session for your photo to be taken during the first week of the institute. Once you have a Reader's card, you will need to present it to the guard on duty each day before proceeding to the Registrar's desk at the entrance to the Reading Room to sign in.

THE REGISTRAR'S DESK

You must sign in at the Registrar's desk *each* day, but only once each day, when you arrive at the Library. Please remember that you are not allowed to bring bags into the library, including briefcases. The Registrar keeps a supply of pencils and program announcements from many different organizations. Upon entrance to the Library, turn your cell phones to vibrate, and remember that you should not use cell phones to make any calls from the Library proper. If you would like to speak to an Institute staff member, please ask the Registrar to contact her or him. Upon leaving the Reading Room, you are not required to sign out.

LAYOUT OF THE LIBRARY

Readers have access to three floors of the Library proper. The first floor, where both the Old and New Reading Rooms are located, houses the card and online catalogs, reference materials, recent periodicals, and readers' personal reserve shelves (see below for details). One flight down, on Deck A, readers can find rest rooms as well as the seminar room where the sessions of the summer institute will be held. Deck B is located another flight down from Deck A. Another seminar room is located on Deck B, as are the summer institute's reserve shelf, modern book stacks, periodical stacks, microfilm and A/V viewing rooms, and additional computer terminals with access to the online catalog, *HAMNET*, and to the Internet.

THE READING ROOMS



From the Registrar's desk, you enter what is called the Old Reading Room, the original space designed by Paul Cret under the supervision of Henry Clay Folger, based on the model of an Elizabethan Great Hall. Immediately adjacent is the New Reading Room, added in the 1980s. At the center, accessible from both rooms, is the circulation desk. There you may request reference assistance, order rare books, and receive an exit pass that clears you to leave the reading-room area. Remember that only pencils are permitted in the Library proper, including the reading rooms and the seminar rooms.

HAMNET: THE FOLGER'S ONLINE CATALOG

The Folger Library's online catalog, *HAMNET*, is available at computer terminals throughout the Library and via the web at <http://shakespeare.folger.edu> or by linking through "Use the Collection" at <http://www.folger.edu>. Most of the approximately 175,000 bibliographical records in *HAMNET* describe post-1800 imprints. But *HAMNET* also includes

records for some 55,000 Short-Title Catalogue (English imprints 1475-1640), Wing (English imprints 1641-1700) and Eighteenth-Century English materials. *HAMNET* records also exist for all material—including art and manuscripts—added to the collection since 1996, although many of these records are very brief accession records. Full cataloging exists for all copies of the four Shakespeare Folios (published in 1623, 1632, 1664, and 1685), the Incunables (pre-1501 imprints), the promptbook collection, some Continental rare books, and some microfilms of Folger items.

Please note that many of the pre-1800 imprints and almost all of the art and manuscript holdings are not yet in *HAMNET*. Readers seeking these materials should first check the card catalogs located between the Old and New Readings Rooms, or consult the G.K. Hall publications which reproduce Folger catalog cards: *Catalog of Printed Books of the Folger Shakespeare Library*. (G.K. Hall, 1970; first suppl. 1976; second suppl. 1981); *Catalog of Manuscripts of the Folger Shakespeare Library*. (G.K. Hall, 1971; first suppl. 1988); *Catalog of Prints, Engravings, Photographs and Original Art Materials*. (G.K. Hall, 1984).

OTHER ONLINE RESOURCES

Various online resources and catalogues are also available to readers through *HAMNET*, but many of these are only available through the in-house version accessible from within the Library (either with Library terminals or through wireless connections on personal laptops). For a full list of the subscription-based electronic resources available to Folger readers and seminar participants, see: <http://shakespeare.folger.edu/other/digital.htm>. Library terminals provide access to additional research tools as well.

Through the “Other” tab in *HAMNET*, it is possible to access the online catalogues of the Library of Congress, the Washington Research Library Consortium (WRLC), the British Library, the University of Pennsylvania Library, Harvard University Library, Yale University Library, and the Five College Consortium Libraries at all of the computer terminals.

Also through the “Other” tab in *HAMNET*, several resources are available including the MLA Bibliography, Historical Abstracts, and ITER. The MLA Bibliography consists of records pertaining to literature, language, linguistics, and folklore. It provides access to scholarly research in over 3,000 journals and series, as well as monographs. Historical Abstracts provides a parallel resource for history writings. ITER is an online subscription that provides access to a bibliography of more than 225,000 articles and reviews drawn from journals pertaining to the Renaissance (1300-1700) and Middle Ages (400-1299).

Another available online resource is the English Short Title Catalogue (ESTC) database. The ESTC database contains records for works printed in any language in England or its dependencies from the beginning of printing through the end of the eighteenth century, as well as works printed in English anywhere else in the world during that period. It includes more than 400,000 STC, Wing, and eighteenth-century records. ESTC also provides complete and up-to-date access to the UMI Early English Books Series, including reel numbers for the microfilms held in the Folger collections on Deck B.

A link to Early English Books Online (EEBO) is also available through the “On-Site Electronic Resources” section. EEBO contains over 125,000 titles listed in Pollard & Redgrave’s Short-Title Catalogue (1475-1640), Wing’s Short-Title Catalogue (1641-1700),

and the Thomason Tracts (1640-1661). EEBO allows the user to download facsimiles of early modern texts in portable document format (PDF) for viewing offline. If this interests you, please ask Library staff for assistance.

PERSONAL RESERVE SHELVES AND ACCESS TO THE COLLECTION

The collection is divided into “modern” books (generally, those published after 1830 which are accessible in open stacks on Deck B) and “rare” books (which are paged from closed stacks by submitting slips at the readers’ circulation desk). Accordingly, you may have two personal reserve shelves: one in the Reading Rooms, on which you can safely store modern books, personal books, and research materials; and one for rare books maintained behind the circulation desk on your behalf.

The slip with which you call for rare books serves as their sign-out slip, but you must electronically “sign out” modern books with the barcode on your Reader’s card. After locating modern books in the open stacks on Deck B, take them to a member of the Library staff to sign them out to your personal reserve shelf. Folger books do not circulate outside the Library, which lets the librarians “borrow” them from one reader’s shelf for another reader, with a notation that the book be returned to the first reader’s shelf rather than to the stacks.

The Reading Room staff also maintains reserve shelves for Institute programs on Deck B, the floor of the library where the bound periodicals and modern books are located. You must sign out the reserved books on a clipboard list on the shelf and return the books to the shelf when you have finished with them and no later than 4:30 each day. You are encouraged to bring with you any of your own publications that you would like to add to the group’s reserve shelf.

E-MAIL, COMPUTERS, AND PRINTERS

You are allowed to check your web-based e-mail from any terminal in the Library, but the Library staff asks that you keep your sessions to a minimum if others are waiting to use the terminals for research purposes. An open 802.11 B/G wireless network exists in the reading rooms. Although Reading Room staff can supply information on how to connect, they cannot provide extensive technical assistance with configuring your laptop’s wireless access.

The Library does not have computers or printers to loan or rent. Laptop computers may be used at any desk in the Old and New Reading Rooms or on Deck B. They may be carried into the reading room in their cases, but the case must be left with a staff member at the circulation desk. Computers may be left overnight, but you will be asked to sign a form releasing the Library of any responsibility for damage to or loss of equipment. If you choose to leave your laptop overnight, you are encouraged to secure it in the closet at the circulation desk. By leaving the computer overnight, you are not guaranteeing a reserved seat for the next day. On occasion there are special events held in the Reading Room that require moving computers to a secured area, with advance notice whenever possible.

Computing, photocopying, and printing needs can be met at Kinko's Copies on Pennsylvania Avenue, a six-block walk from the Library. If you have large jobs that are closely related to the work of the summer institute, please contact staff with details.

PHOTOGRAPHY AND PHOTOCOPIES

To submit an order for photography or microfilm of rare materials, please complete an order form. Price lists and order forms are available at the Reading Room desk or online at <http://www.folger.edu> at "Use the Collection>Photographic Resources." After submitting your request, a cost estimate will be prepared for you. Prepayment is required, and check or credit card payments are accepted. Allow 4-6 weeks for delivery of your order following payment. If you have any questions, please email the Photography Department (photo@folger.edu).

Only modern materials may be photocopied. Two photocopy machines are located near the summer institute's reserve shelf on Deck B. Microfilm printouts may be made from one of two microfilm readers in the microfilm area, also located on Deck B.

OTHER AMENITIES

The Founders Room is available for coffee breaks and discussion with your fellow readers. Coffee, tea, newspapers, and other periodicals are available. Smoking and eating are not permitted (the Folger has a building-wide no-smoking policy).

Between 3:00 and 3:30 p.m. Monday through Friday, most readers and staff members break for tea, which is served in the Tea Room in the basement. Coffee, iced tea, and cookies are also available.

Readers are not normally able to eat lunch in the building. The least expensive and most convenient alternatives include lunch in the cafeterias of the Supreme Court or the Library of Congress, both across the street from the Library, or a brown-bag lunch in the Folger's Elizabethan garden, located at the Third Street end of the building. A variety of sandwich shops and inexpensive restaurants can be found on Pennsylvania Avenue between Second and Fourth Streets.