

# **2010-2015 STRATEGIC PLAN**

## **Anne K. and Preston H. Leake Local History and Genealogy Collection**

**June 15, 2010**

## **The Library System's Mission Statement**

**5/27/03**

The Appomattox Regional Library System will provide services and programs to the communities it serves through support of life-long learning, general information, and the exchange of ideas with effective use of traditional library resources and emerging technology.

## **The Ann K. and Preston H. Leake Local History and Genealogy Collection Mission Statement**

**1/19/10**

The Ann K. and Preston H. Leake Local History and Genealogy Collection (LHGC) of the Appomattox Regional Library System (ARLS) in cooperation with local historical societies acquires, organizes, preserves, and provides access and guidance to materials that document the social, cultural, political, and economic heritage of the area it serves.

### **Purpose:**

**6/15/10**

The Five Year Strategic Plan includes the goals and objectives for this special collection. This will provide staff and library users a road map and guide for decisions and The LHGC Strategic Plan for 2010-2015 is the product of a Local History and Genealogy Committee consisting of Directors of Local History and Preservation organization, Library Staff, and Citizens. This committee established in October of 2009, met and assisted in creating the following goals, objectives and action plans with a task force of library staff.

### **Review:**

Annually the plan will be reviewed by staff in conjunction with the Appomattox Regional Library System Five Year Strategic Plan.

**GOAL #1: Acquire resources and materials that document the social, cultural, political and economic heritage of the area it serves. 6/15/10**

**Objective A: Genealogy Collections:**

Action Plan: Provide internal and external electronic resources and indexes.

1. Ancestry.com
2. Heritage Quest
3. Richmond Times Dispatch Full text
4. Progress Index Microfilm

Action Plan: Improve Local Obituary Index

1. Maintain and promote electronic access.
2. Create, maintain and promote a paper version of the Index.
3. Restart collection of local obituaries through the Progress Index as a replacement to the Hopewell News.

Action Plan: Genealogy Subject File

1. Guide on the LHGC area of ARLS website
  - a. VA site links
  - b. US site links
  - c. Surname search
  - d. More Genealogy links to vital records

Action Plan: Acquire local family genealogy research and information in accordance with the LHGC collection development policy.

Examples:

1. Family Bibles
2. Cemetery records
3. Family histories
4. Church histories

**Objective B: Local History Collections:**

Action Plan: Acquire Local community information and documents that are in accordance with the LHGC collection development policy.

Examples:

1. Local histories of specific events
2. Local biographies
3. Local business, industrial, commerce histories
4. Oral histories

Action Plan: Maintain and acquire City Directories – Hopewell, Prince George, and Dinwiddie.

Action Plan: Acquire local facts and data information in accordance with the LHGC collection development policy.

Action Plan: Develop a timeline report of top stories and data that highlight specific events of the decades.

Action Plan: Seek and Acquire maps of geographical or commercial significance in accordance with the LHGC collection development policy.

Action Plan: Link or support electronic maps of Sanborn and other areas of interest for the area.

Action Plan: Acquire copies of local cemetery and church records to aid in genealogical research. Examples would be Appomattox Cemetery, National Park Cemetery...

**GOAL #2: Organize resources and materials that document the social, cultural, political and economic heritage of the area it serves. 6/15/10**

**Objective A: Improve Access to Collection:**

Action Plan: Utilize resources available through the library online catalog to improve access.

Action Plan: Seek and acquire method and means for integration of digital collections into ARLS website

**Objective B: Physical Space and Design:**

Action Plan: Seek solutions for improving patron access and collection security in space available.

Action Plan: Expand available access hours for patrons.

Action Plan: Seek solution to expand capacity of existing space. If the library were to receive a large amount of records there may not be the capacity to handle them.

Action Plan: Meet descriptive standards for organizing, preserving and cataloging archival records.

**GOAL #3: Preserve resources and materials that document the social, cultural, political and economic heritage of the area it serves. 6/15/10**

**Objective A: Digital Collections:**

- Action Plan: Seek and select and acquire software for records management and accessioning.
- Action Plan: Update collection and room computer hardware to provide improve preservation of digital information.
- Action Plan: Select and acquire software, hardware, and storage solutions for digital record preservation.
- Action Plan: Build digital collections from current physical collections and make available electronically.
- Action Plan: Develop a backup and restoration plan for all stored digital data.
- Action Plan: Determine and develop the best format for image, audio, and video storage and preservation.
- Action Plan: Create a program to record (audio\video) histories of targeted community elders or participants in significant historical events.

**Objective B: Staff and Volunteers:**

- Action Plan: Seek training opportunities for staff and volunteers to improve specific and general knowledge of preservation techniques and methods.
- Action Plan: Utilize specifically trained volunteers for work to be done in the collection.
- Action Plan: Investigate the implementation of an internship program to assist with goals and objectives.
- Action Plan: Seek funding for staff member to work in the collection on a regular weekly basis.

**Objective C: Materials:**

- Action Plan: Replace or remove any materials that may cause damage to existing collections with proper preservation materials
- Action Plan: Stockpile archival supplies to begin properly preserving resources.

Action Plan: Develop lab area for preservation.

Action Plan: Develop a protocol for accepting donated material, in order to respond quickly to opportunities.

**GOAL #4: Provide access and guidance to resources and materials that document the social, cultural, political and economic heritage of the area it serves. 6/15/10**

**Objective A: Marketing:**

Action Plan: Organize and have event to announce the collection and resources.

Action Plan: Advertise in available resources to increase awareness of collection and resources.

Action Plan: Provide public and staff training on genealogy

Action Plan: Promote and display physical and virtual items to increase awareness of the collection and resources.

Action Plan: Seek and expand awareness of collection and resources through improved marketing of the collection.

Action Plan: Seek collaboration and partnerships with other organizations to promote history.

Action Plan: Highlight and market interesting, significant and noteworthy resources added to the collection through press releases, news media, and ARLS publications.