Clarence Regional Library Local Studies Strategy – progress report March 2016

Planning Hierarchy

* Goal: The overall aim (in the particular area of strategic focus)
* Objectives: the various components that need to be achieved to reach your goals
* Strategies: how you will achieve any given objectives (with time-frame).
* Actions/Activities: more specific detail on how each strategy will be achieved

Progress of items are indicated in **RED.**

Objectives	Strategies	Actions/Activities	Responsibility	Timing

Area of Strategic Focus: Partnerships and Collaboration				
Goal: A collaborative local studies network for the Clarence Region (Clarence Valley & Bellingen Shire)				
Description: *Working collaboratively with other individuals, groups and organisations' with commitment to the ongoing research, collection and exhibition of local studies material and information*				

Objectives	Strategies	Actions/Activities	Responsibility	Timing
1. A regional Local Studies Network (LSN) is established	A regional local studies network is formally established	First meeting for CVC Network held 18 November 2013. Meetings to be held annually on the first Monday of June. This has since been changed to bi annually and meeting s are scheduled for June and November each year.	CRL / Stakeholders	12/13
2. CRL participation in the NSW Public Libraries Local Studies Working Group[1] (this group operates under the umbrella of the Reference and Information Services Group (RISG))	CRL seeks membership of the NSW Public Libraries Local Studies Working Group	CVC Library Technician Local Studies on the listserv will follow up on the march 2014 meeting, in calendar. BSC Shire Librarian on Listserv. Will look to attend any meetings in 2014 where possible	CRL / LGA reps	March 2014

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[1] The NSW Public Library Local Studies Working Group meets twice per year – see:
http://referenceandinformationservices.wetpaint.com/page/Local+Studies+Meetings (accessed August 2011)

Objectives	Strategies	Actions/Activities	Responsibility	Timing

Area of Strategic Focus: Collection Management
Goal: Well-developed, managed and accessible local studies collections that meet national public library local studies guidelines [i.e. G13]
Description: *The ongoing management, development and preservation of library local studies collections and information*

Objectives	Strategies	Actions/Activities	Responsibility	Timing
1. Local Studies collections are up to date	Local studies cataloguing backlog is eliminated	Note: - There's also a need to review how some LS material has been catalogued in the past i.e. to re-catalogue to a more accessible standard - Identification of catalogue records where needed better details - Cataloguing backlog is being worked on regularly and is becoming minimal. - Library Technician (local studies) to receive Cataloguing training – to help with backlog and for professional development. Due to staffing issues in Grafton Library this has not progressed.	CRL HQ	2014
2. Local Studies collection gaps i.e. subjects/topics are identified	- Each branch to review current local studies collection subject / information coverage to identify gaps and develop their individual local studies profile; and for inclusion in a regional local studies collection profile (this could be done in consultation with local members of the proposed LSN) - Ongoing collection and documentation of 'unanswered' local studies enquiries received at each branch, for regional collation and review	Note: - Each branch to develop a list of LS topics (collection profile) that are missing from their collections. This will inform the LS collection development policy - Gaps in the collection are being filled with additional copies being purchased - List of Bellingen Historical Society publications obtained and HQ organised purchasing copies for BSC libraries - Bellingen - Publications purchased and Regional Services notified of any new publications as they become available.	CRL / Branches	12/13 - ongoing

Objectives	Strategies	Actions/Activities	Responsibility	Timing
		- CVC - form developed for recording LS enquiries - Local Studies items are being actively sourced by CVC Library Technician		
3. 'At risk' local studies collection material is identified for preservation purposes	- 'At risk' local studies collection materials are identified - An 'At risk' preservation schedule is developed - Preservation strategies are developed for 'at risk' items e.g. digitization, withdrawal for archival storage etc - Information and learning regarding the identification and preservation of at risk materials is shared with the proposed LSN	Note: - This project could be grant funded and involve the use of volunteers - Senior Technical Services Officer is progressing this in coordination with libraries. - Preservation materials being sourced - Preservation workshops for community undertaken in CVC and Bellingen. - CVC Library Technician (Local Studies) to receive training by Senior Technical Services Officer in preservation techniques. - Branch staff will receive basic training in the handling of 'at risk' materials. - Acid free materials used for processing. - Processing methods vary according to item. Training includes care of the collection.	CRL to coordinate	Ongoing April 2014
4. A comprehensive Local Studies Collection Development Policy	A comprehensive Local Studies Collection Development Policy is developed, agreed and implemented	Team Leader (Collections and Reference) to coordinate with Team Leaders as to content. Draft developed. Draft Collection Development Policy before CVC council in May 2015 for adoption.	CRL to coordinate	March 15
5. A comprehensive Local Studies Disaster Prevention and Management Plan	- A comprehensive Local Studies Disaster Prevention and Management Plan is developed, agreed, and implemented, and	Notes: - A central registry needs to be kept for insurance purposes (insurance for the region is managed by CVC)	CRL to lead and coordinate	June 2016

Objectives	Strategies	Actions/Activities	Responsibility	Timing
	- The plans framework is shared with the LSN	- Each branch will need to be responsible for the provision of own data for the plan - Senior Technical Services Officer is progressing this in coordination with libraries.		
6. Online / digital local studies collections and information	- The library's current Library Management Systems online media (e.g. photographs, images, audio, and video) cataloguing and presentation capabilities are assessed, including ability to utilize Dublin Core* meta tagging schema; and library website integration - Alternative online media systems are assessed i.e. capability to allow cataloguing, storage and online access to local studies multimedia, including ability to utilize Dublin Core meta tagging schema, and library website integration - Local studies media (e.g. photos) is catalogued and added to an online database (as determined by the assessment above) * Allows the National Library of Australia's Pictures Australia and Trove to capture links to the library's photographs, thus expanding the reach of CRL collections	Notes: - A scanning /digitisation project, is being designed that is assisted by volunteers - Volunteers to scan and complete a pro-forma cataloguing sheet for each item, for checking and input by the library - Proforma data sheet and scanning procedure in design phase. - Copyright & storage of physical items requires documentation. - There is a need to develop clear parameters around the collection, handling and cataloguing of photographs for inclusion in the LS collection development policy - Senior Technical Services Officer and Library Systems and Technology Officer are assisting in this. - Introduction of Spydus 9 in 2014 – staff are working through the implementation of the DAM and Archive modules that will allow better cataloguing and access to Local Studies Media (photos etc). - Scanner purchased as a part of the new Grafton Library. - Portable scanner purchased for CVC libraries	CRL CRL CRL to coordinate	14/16 13/14 14/16

Objectives	Strategies	Actions/Activities	Responsibility	Timing

Area of Strategic Focus: Learning
Goal: Skilled and informed library staff, community and key stakeholders
Description: *Local studies based learning (formal and informal) for library staff, the community and key stakeholders*

Objectives	Strategies	Actions/Activities	Responsibility	Timing
1. Library staff local studies training plans	Staff training plans are developed that include, but are not limited to, the areas of: - Basic preservation - Disaster prevention and control (DPAC) - Local studies research assistance - Research skills (targeted training around the various online tools available to assist with local and family history research) - Copyright (particularly the management of digital and online copyright) - Digitization techniques Note: consider inviting interested LSN members to some of these training opportunities to strengthen collaboration and insight into the needs of each participant etc – see the next strategy; members of the LSN could also be utilized to pass on their skills, experience and knowledge)	Notes: Staff responsible for the various areas: - Senior Technical Services Officer - Senior Technical Services Officer - Library Technician Local Studies / Team Leader (Collections & Reference) - Library Technician Local Studies (ARK training coming up from SLNSW) - Library Technician Local Studies / Team Leader (Collections & Reference) - Library Systems and Technology Officer / Library Technician Local Studies - Basic preservation training outlines developed and continuing – DPAC in development - Oral history training from slnsw requested	CRL to coordinate	2014 and ongoing
2. Local studies training / learning opportunities for Community and key stakeholders (formal and informal)	Facilitate and host local studies based learning opportunities for interested community members and/or groups e.g. schools, volunteers (including members of the LSN). For example, learning opportunities could include but are not limited to, the areas of:	Staff responsible where appropriate: - Senior Technical Services Officer / Library Technician Local Studies / Team Leader (Collections & Reference)/ Library Systems and Technology Officer - BSC shire librarian provided a presentation to Camp Creative genealogy	CRL to coordinate	13/14 and ongoing

Objectives	Strategies	Actions/Activities	Responsibility	Timing
	- Preservation e.g. digital images, community / home archives, photographs etc - Digitization e.g. how to, cataloguing and storage etc - Disaster prevention and management basics - Research skills e.g. how to use www.ancestry.com.au, and other online resources / tools available via the Internet	workshop held in Jan 2015 on physical and online resources available. - CVC - Introductory talks (held at all branches except Yamba) in using Ancestry.com Library Edition and Trove digitised newspapers for Family History research held for Family History month (August 2013) - Training to be provided to members of the CVLSN during each annual meeting. (subject of training to be agreed upon by members of the network)		
3. Local studies activities and events for Community and key stakeholders (formal and informal)	(Optional) Local studies based events and activities plan is developed. For example, this could include planning for activities and events such as: - Guest speakers e.g. on local and family history topics - Conference / seminars (as above but on a larger scale) - Workshops e.g. recording oral histories; family history research (less formal than training)	Note: - A developmental project - Indigenous Family History research workshop - done - Jacaranda Festival Talks - Jacaranda photo identification project - WW1 Centenary project in cooperation with CVC museums network - Researching the history of your house or building (2016) – history week sept 2016 - Tree walks and talk - Coffs Harbour Family History Group provided workshops to the public in Bellingen and Dorrigo Library's during History Week	CRL to coordinate CVC LT (Local studies) CVC LT (Local Studies) CVC In planning CVC 2016 BSC Shire Librarian	16/17 2015 2014 2015

Objectives	Strategies	Actions/Activities	Responsibility	Timing

Area of Strategic Focus: Service Development and Delivery

Goal: Local studies services that meet national public library local studies guidelines [i.e. G13]

Description: *How services will be delivered throughout the region and beyond the region*

Objectives	Strategies	Actions/Activities	Responsibility	Timing
1. Local studies area collections for each of regional local government area i.e. holders of main collections and services for the area	Create two main area local studies collections* within the regional network i.e. LGA based: 1. Grafton Library (area collection for Yamba, Maclean and Iluka) 2. Bellingen Library (area collection for Urunga and Dorrigo) * These libraries would hold the principle collections for each LGA, while each individual branch would hold the material etc relevant to their branch catchment area	Notes: - Completed ahead of schedule	CRL / Each LGA	14/15
2. A well-equipped local studies service	Scope and cost local studies equipment needs, including: - Microfilm reader printer (CRL HQ)* - Analogue to digital audio and video conversion hardware and software - Document scanners (A4 and A3) - Digital camera (with video function) / digital document camera mounting - Digital recording device (for oral history recordings)	Note: - Completed - Library Systems and Technology Officer to investigate - Completed - Completed for CVC/ Bellingen to do - BSC has microfilm reader (still to set up to working stage).). Microfilm reader set up but will not connect to computer – viewing only. - Sound dome purchased for new Grafton Library. Oral histories will be access digitally through the sound dome at the touch of a screen.	LGA CRL to coordinate i.e. to ensure equipment /software compatibility between LGA's	Rolling program commencing 13/14

Objectives	Strategies	Actions/Activities	Responsibility	Timing
		- 2x digital sound recorders purchased for oral history recording.		
3. A local studies service that meets archival standards	Scope and cost archival quality storage materials, equipment and furniture (as required) e.g. - Archive storage boxes and folders - Archival quality paper - Polyester film sleeves (e.g. Mylar) for photographs and single documents - Polyester film sealing equipment (heat sealer) - Fire rated storage (if required i.e. to house rare and irreplaceable items)	Notes: - Need to review current practice, and identify materials that would benefit from better archival storage (materials to be purchased by CRL i.e. from stationery budget on behalf of the region) - Equipment (capital expenditure) is the responsibility of each LGA - Senior Technical Service Officers to assist in identification of material etc and source suppliers. - Alternative materials in use ie) PP sleeves - CVC fire rated storage included in new Grafton Library	CRL LGA done	12/13 14/15
4. Public access to a quality range of online resources	- Purchase regional subscription /licenses to www.ancestry.com.au for initial product pilot - Train staff and public on how to use www.ancestry.com.au (See also Learning section above)	Note: - Completed - Completed	CRL to coordinate	12/13
5. A regional Library Local Studies website	Further develop the CRL website to include more local studies content; and easier access to content* * Example sites are provided in this document, and as a guide include blog entries, document libraries, access to photos, audio and video files, answers to frequently asked questions, links to key resources (with	In progress – as part of website review and update undertaken 2013/14	CRL with input from each LGA and the LSN	2013/14 ongoing

Objectives	Strategies	Actions/Activities	Responsibility	Timing
	how to guides) and to other local groups and organisations, moderated input mechanisms that allow users to make contributions e.g. add information, make comments etc, database access, publications for download and/or sale etc			
6. Development and publication of local studies topical fact sheets	- Capture frequently asked questions with and without answers for collation and where applicable, for further research by the library, and in collaboration with the LSN - Publish frequently asked question fact sheets – in print, and online (text and audio)	In progress in CVC - Library Technician (Local Studies) to develop specific resources for CVC. - Guide to local newspapers on microfilm. - Guide to family history websites In development, complete by end June, - - - planning Houses FAQ for Sept, need to update 2 existing (CVC orgs, collection resources) Note: - Fact sheet development could be project based and involve the use of volunteers and the LSN	CRL to coordinate with each LGA	12/13 and ongoing
7. Community input into local studies collections	Engage the community in local studies collection development For example: - Engaging the community to help fill information / knowledge gaps in the library's collection e.g. to help answer 'unanswered questions' - Holding open days where people can bring in their 'historic' or locally significant photos for copying and/or donation e.g. during heritage week - Contributing stories and other items (e.g. photos) via the proposed website	Note: - In progress in CVC libraries - Jacaranda photos identifying people and events - Investigating liaising with local fb page and capturing photos once digitisation project underway - BSC will contact CVC after hosting events to utilise sharing of materials – currently lack of staff resources to perform at BSC branches.	CRL / LGA	2014/15 and ongoing

Objectives	Strategies	Actions/Activities	Responsibility	Timing
	- Engaging schools and other educational institutions to contribute to any given local studies research projects	- Transcription of CVC oral histories has begun utilising Work for the Dole Volunteers. - BSC Council planning staff had Heritage photos day in April 2015 asking members of the community to bring in photos – disc of photos will be provided to BSC libraries once produced. . Photos stored on network drive, unsure how to retrieve them due to limited access to the network.		
8. A regional local studies operational and capital budget planning	Pending the outcomes of the costing associated with the above service delivery and development initiatives / objectives, develop a: - 3 to 4 year financial plan that includes phase up of operational budgets, capital budget (bids with business cases) - A grant application strategy, that includes but is not limited to State Library of NSW service development grants, NSW Heritage grants[2], including joint applications with other organisations / agencies - Sponsorship / in-kind opportunities i.e. through approach to local businesses, educational institutions etc	Note: - Need to align the financial plan with the current length of the CRL agreement - Each member Council has DGR status	CRL	2014/15

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[2] Information regarding NSW heritage Grants can be found at: http://www.heritage.nsw.gov.au/02_subnav_01.htm (accessed August 2011)

Objectives	Strategies	Actions/Activities	Responsibility	Timing

Area of Strategic Focus: Marketing	
Goal: Well-marketed and communicated local studies collections and services	
Description:	

Objectives	Strategies	Actions/Activities	Responsibility	Timing
1. Visible and accessible local studies collections	Local studies signage is developed and installed - Directional signage - Shelf signage	Note: CRL to coordinate style guide (to ensure consistency) in progress signage using unique Local Studies branding in use in all CVC Libraries - Library Technician to tour CVC branches first half 2016	LGA	14/15
2. Targeted local studies promotional and communication strategies (includes cross promotion of events, activities etc of LSN members)	- Create a communication template for local studies promotion and delivery of key information / messages Need to considers the message (what you want to deliver), type of message (informational, promotional), the target audience (i.e. young people, students, schools, local business, the media, general community), the delivery method (best method/s for given target group/s), when the message is to be delivered and how often, who is responsible - Capitalize on the current CRL Facebook page to promote local studies activities e.g. run local	In progress Local studies information flyers using new branding completed. - CVC pull-up banners for library and historical societies produced - signs and posters and fliers for family history help - need to finish sound dome signage and promotion (by aug2016)	CRL / LGA CRL	14/15 12/13 and ongoing

Objectives	Strategies	Actions/Activities	Responsibility	Timing
	studies based competitions such as submitting the best local photo; utilize Facebook to issue invitations to 'friends' to events and activities; provide links to CRL local studies website an visa versa - Evaluate other social media such as Twitter to communicate activities events, and to gather information e.g. twitter comments on local events such as flooding		CRL	