

The Library and Research Center at the National Watch and Clock Museum (LARC)

Task Catalog Abbreviated Version

1. Collection Development
 - 1.1. The LARC **acquires** Books:
 - 1.1. The LARC **acquires** Periodicals:
 - 1.2. The LARC **acquires** Other Printed Material: Catalogs, advertisements, sales brochures, posters, instruction manuals, newspaper clippings, flyers, business cards, patent filings, etc.
 - 1.3. The LARC **acquires** Manuscripts, Documents and Non-published Material (letters, text of speeches, minutes, manufacturing drawings, workbooks, diaries, account books, inventories)
 - 1.4. The LARC **acquires** Microfilm Items
 - 1.5. The LARC **acquires** Freestanding Images (including photographs, prints etc.)
 - 1.6. The LARC **acquires** Audio Recordings on horological subjects (incl.oral histories)
 - 1.7. The LARC **acquires** Video Recordings on horological subjects
 - 1.8. The LARC **acquires** Databases and other electronic media
 - 1.9. The LARC **acquires** Multiple copies for lending purposes.
 - 1.10. The LARC accepts donations in kind of items fitting its collection development plan
 - 1.11. The LARC accepts long term loans of items fitting into its collection.
 - 1.12. The LARC archives and preserves Internet data (news groups, mailing lists, and Web content relating to Horology.)
2. The LARC **holds and stores** horological information.
 - 2.1. Safe physical storage (Climate etc)
 - 2.2. Secure holding (theft, abuse)
 - 2.3. Special Collection (requiring extra protection)
 - 2.4. Disaster preparedness
3. The LARC **conserves** horological information
 - 3.1. Conservation of Holdings:
 - 3.2. Backup of irreplaceable holdings (incl. Microfilm)
4. The LARC **catalogues** its holdings
 - 4.1. Main Catalog: (research Library, Lending Library, Special Collection, Vertical Files, Periodicals, Trade Catalogues, Videos, etc)
 - 4.1.1. Computerized Catalog on site
 - 4.1.2. Printed Catalog
 - 4.1.3. Remote Catalog access
 - 4.1.4. Special areas (Manuscripts, Photographs etc)
 - 4.1.5. Back-up Catalog: (off site)
 - 4.2. Specialised (partial) Catalogs:
 - 4.3. Cooperative Cataloging with other horological research institutions.
5. The LARC **provides access** to its holdings, in accordance with its procedures, as follows:
 - 5.1. On site use
 - 5.1.1. On site use To NAWCC Staff:
 - 5.1.1. On site use To Members:
 - 5.1.2. On site use To Students:
 - 5.1.3. On site use Members of “reciprocal organizations
 - 5.1.4. On site use To the Public.
 - 5.1.5. Educational outreach:

- 5.1.6. The LARC puts restrictions on the use of certain items from the collection,
 - 5.2. Lending Library
 - 5.2.1. Lending in General.
 - 5.2.2. Walk in lending:
 - 5.2.3. Mail lending:
 - 5.2.4. Lending to Students:
 - 5.2.5. Reciprocal Lending:
 - 5.3. Copy Services:
 - 5.3.1. General
 - 5.3.2. Self Service Copying:
 - 5.3.3. Staff Service Copying:
 - 5.4. Electronic Remote Access
 - 5.4.1 Remote Catalogue Access:
 - 5.4.2 Remote Access to electronic holdings:
 - 5.5. Reciprocal Arrangements with similar institutions
6. The LARC provides **Reference and Research Services**
- 6.1 Cooperation with the NAWCC Research Committee, the “Answer Box” staff of the *Bulletin*, and a corps of research volunteers.
 - 6.2 To NAWCC (within the institution):
 - 6.3 To Members:
 - 6.4 To the Media:
 - 6.5 To the public at large:
7. The LARC **disposes** of unneeded holdings
- 7.1. Disposal of unneeded donations to LARC:
 - 7.2. Deaccessioning of unusable collection items:
 - 7.3. Deaccessioning of unneeded items:
 - 7.4. Disposal through Reciprocal Arrangements
8. The LARC **publicizes** its activity and services
- 8.1. LARC **publicizes** its activity and services to the Members:
 - 8.2. LARC **publicizes** its activity and services to the Public:
9. The LARC produces **Publications**: of materials of use to horological researchers, research aids, such as complete or specialized catalogs, bibliographies, booklists, research resource lists etc., facsimile publications of materials in its collection, patent lists .
10. The LARC **generates resources** for its activities:
- 10.1. Generating resources through User Fees:.
 - 10.2. Generating resources through Fund Drives:
 - 10.3. Generating resources through Endowment:
 - 10.4. Generating resources through Volunteer Program: develop a corps of Volunteers
 - 10.5. Generating resources through Deaccessioning and other disposals:
11. The LARC acts as the **archives** (activities and the history of the NAWCC)