

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

## Task Catalog

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[A logically structured list of all things the Library and Research Center (in a perfect world) should be doing. It is recognized that in the real world the LARC can not do all of these tasks fully, due to limits imposed by its resources, such as funding, manpower and space. The LARC strives to do as much as it can within its available resources. (1). This Task Catalog is an attempt to be more specific than a mere "Mission Statement" but not as detailed as a "procedures Manual.]

The Library and Research Center at the NWCM strives to be one of the world's foremost repositories of horological information and knowledge in written, printed or recorded (audio and video) format. (2)

"Horology" and "horological" are defined as anything pertaining to Time, Timekeeping, and Timekeeping Methods, Implements and Apparatus. This definition is to be interpreted broadly including e.g. such closely related subjects as calendar science, related manufacturing, maintenance and repair issues, the role of time in society, philosophical works on time, related tools, etc. While the emphasis will be on works focusing on factual information, other forms such as e.g. related works of fiction, works for juvenile audiences, related entertainment, horological art, etc. shall not be excluded.

1. The LARC **acquires** horological information (Collection Development)
  - 1.1. Books:
    - 1.1.1. New Books:
      - 1.1.1.1. The LARC strives to acquire every newly-published book in the English language dealing with horology.
      - 1.1.1.2. The LARC strives to acquire the principal and major horological newly-published books in non-English languages.
    - 1.1.2. Out of Print books
      - 1.1.2.1. The LARC strives to acquire all out of print horological books in English not in its collection.
      - 1.1.2.2. The LARC strives to acquire the principal and major horological out of print books in non-English languages not in its collection.
    - 1.1.3. Rare Books: The LARC will acquire rare books on subjects related to horology, but the emphasis will be on acquiring information (i.e. content of a book in facsimile, microfilm or copy form) rather than spending restricted funds on the physical artifact (i.e. fine bindings, etc.).

- 1.2. Periodicals:
  - 1.2.1. Current Periodicals:
    - 1.2.1.1. The LARC strives to subscribe (paid or free subscriptions) to all current English language periodicals (magazines, journals, newsletters, etc.) dealing primarily or in substantial parts with horology. This shall include periodicals targeted at the horological trade, at the horological collector/enthusiast community and at the scientific horological community.
    - 1.2.1.2. The LARC strives to subscribe to major current non-English horological periodicals
  - 1.2.2. Defunct Periodicals: The LARC strives to acquire the content of the complete runs of now defunct horological periodicals by acquiring microfilmed or printed copies of such publications.
- 1.3. Other Printed Material: Catalogs, advertisements, sales brochures, posters, instruction manuals, newspaper clippings, flyers, business cards, patent filings, etc. The LARC strives to collect as much printed material on horology as practical outside of books and magazines.
- 1.4. Manuscripts, Documents and Non-published Material (letters, text of speeches, minutes, manufacturing drawings, workbooks, diaries, account books, inventories). The LARC strives to collect as much unpublished, unique horological information as possible.
- 1.5. Microfilm Items  
The LARC is in the information/data collecting, storage and retrieval business rather than being primarily concerned with collecting historical artifacts. Depending on frequency of use and the nature of the material it may be preferable to acquire and own microfilm copies rather than, or in addition to, originals.
- 1.6. Freestanding Images (including photographs, prints etc.)  
The LARC strives to acquire images of horological items or horological events. The focus of the image collection is the horological content rather than e.g. the artistic or aesthetic quality of a painting.
- 1.7. Audio Recordings on horological subjects. The LARC strives to acquire sound recordings of horological interest, primarily recordings of horological lectures and recordings of NAWCC events. The LARC should encourage the collection of oral histories of horologists and should establish or adopt standards for this. Consideration must be given to the longevity of the archived media and their conversion to other (digital) formats in the future.
- 1.8. Video Recordings on horological subjects (including videos of lectures, demonstrations and workshops, presented at national, regional and local NAWCC events, but also off the air video recordings and commercially sold videos on horological subjects and oral histories.) Future conversion to digital formats for conservation should be considered. Slide shows for NAWCC chapters should be included.
- 1.9. Databases and other electronic media  
The LARC strives to acquire either through outright purchase or through license access to the content of electronic databases, software programs, e-books, etc. with significant horological content.
- 1.10. Multiple copies: The needs of the LARC may call for multiple copies of the same item, particularly for lending purposes.
- 1.11. Acceptance of donations in kind: The LARC will accept into its collection donations in kind of items fitting its collection development plan
- 1.12. Acceptance of long term loans: The LARC may accept long term loans of items fitting into its collection.
- 1.13. The LARC should establish a policy for striving to archive and preserve 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: The LARC strives to store all its holdings in an environment (humidity, temperature, light) that assures their long-term survival without deterioration.
  - 2.2. Secure holding: The LARC strives to keep all its holdings in a manner that minimizes the risk of theft, vandalism, and deterioration due to usage and the passage of time. For each type of holding (by fragility, rarity) security and safety needs must be balanced against ease of use.
  - 2.3. Special Collection: To assure the safety and security of its collection certain items may be placed in a "Special Collection" whose use and access is more limited than the general collection.
  - 2.4. Disaster preparedness: In close coordination with the Disaster recovery plan of NWCM LARC maintains its separate formal Disaster Recovery Plan dealing with Water, Fire, Structural, Mold and human damage to the content of its collection in order to minimize the damage caused by such disasters.
3. The LARC **conserves** horological information
  - 3.1. Conservation of Holdings: Through periodic inspection, cleaning, maintenance and repair and appropriate storage the LARC strives to preserve its holdings for posterity following state of the art preservation procedures of the library and archive profession. This includes providing/making appropriate covers, storage containers etc. Digital data must be copied and converted to current formats as required for longtime conservation.
  - 3.2. Backup of irreplaceable holdings; The LARC strives to assure backup copies of all unique and irreplaceable holdings by securing duplicates, photographs, xerographic copies, microfilms, digital copies or other forms.
4. The LARC **catalogues** its holdings
  - 4.1 Main Catalog: The LARC maintains a publicly accessible, comprehensive, unified catalogue of all items in its collections.
    - 4.1.1. Scope of Catalog: The LARC strives to have its catalog be as complete, comprehensive and accurate as possible. Following common professional standards of library science the catalog should allow access to the collection as a minimum by author, title, and subject/keyword. In order of priority the catalog should contain: 1) Books/Brochures etc. in the Research and Lending Collections, 2) The rare items in the reserved Special Collection, 3) Audio/Video/Multimedia Programs, 4) A listing of at first the folders (but later ideally also of each individual item) in the so-called "Vertical Files" consisting mainly of loose leaf items 5) Detailed Listings of the Periodicals collection (incl. microfilm), 6) The items (such as catalogues, manuals etc.) in the technical reference sections, 7) The material in the special research section (such as company records etc.), 8) The contents of the Horological Patents Collection, 9) The material in the special sections (photographs, images, trade cards, postcards, postage stamps, etc.), 10) The contents of the NAWCC Archives, 11) For cross reference purposes only: The listings of the content of the physical horological items (timepieces, movements, cases, tools, etc.) available to researchers in the Study Collection of the NWCM.
    - 4.1.2. Computerized Catalog: The LARC maintains its Main Catalog primarily in the form of a computerized catalog for use through on site terminals, serving the lending library, the research library, the special collection, and other parts of the LARC collection. This catalog shall be both a service and tool for its users, and an administrative tool for the LARC.
    - 4.1.3. Printed Catalog: The LARC will periodically produce a printed version of its main catalog either in card or list format to assure long term and disaster recoverability of its catalogue.

- 4.1.4. Remote Catalog access: The LARC strives to make its Main Catalog accessible for off site and remote use by whatever means seem practical and economical, including e.g. Internet access, CD ROM catalog, published printed catalog.
  - 4.1.5. Back-up Catalog: The LARC will take steps to assure that at all times a full copy of both its electronic catalog and its printed catalog current to at least within six months is kept at a secure location outside of the main premises of LARC.
  - 4.2. Special Catalogs: The LARC strives to produce and make available to its users in the horological and library community specialized or partial catalogs of its holdings addressing special needs.
  - 4.3. Cooperative Catalogs: The LARC strives to cooperate with other similar horological research institutions around the globe to develop common cataloguing standards and produce common and/or complementary catalogs facilitating access to horological information and data across multiple locations.
5. The LARC **provides access** to its holdings, in accordance with its procedures, as follows:
- 5.1. On site use
    - 5.1.1. To NAWCC Staff: The professional and volunteer staff of the NAWCC have full access to the holdings of the LARC
    - 5.1.1. To Members: Members of the NAWCC may use the LARC during its regular opening hours.
    - 5.1.2. To Students: Students enrolled in the NAWCC School of Horology during the time they are taking courses there temporarily enjoy all the LARC user privileges of NAWCC members.
    - 5.1.3. Members of “reciprocal organizations”: Members of horological organizations with which NAWCC has reciprocal agreements may use the LARC in accordance with such reciprocal agreements.
    - 5.1.4. To the Public: To the extent that such on site use does not interfere with the use of the user categories listed above, the general public (particularly members of the media researching horological themes and bona-fide horological researchers) may be given access to the holdings of the LARC and use of its facilities.
    - 5.1.5. Educational outreach: The LARC strives to provide educational services to schoolclasses and similar educational groups with needs that can be met through LARC holdings or facilities.
    - 5.1.6. Restricted Items: The LARC may put restrictions on the use of certain items from the collection, because of their frailty or their value. It may enforce restrictions stemming from the donation of confidential items (i.e. personal or business records) as long as there is a reasonable time limit on such restrictions.
  - 5.2. Lending Library (for Members and Students only)
    - 5.2.1. Principle: The LARC provides a lending service to NAWCC members, students and NAWCC chapters of items in its collection that can be safely lent. In practice that means that lending is mainly restricted to books and video programs of which the LARC has acquired an additional “lending copy” beyond the reference copy which does not usually leave the premises.
    - 5.2.2. Walk in lending: Members may borrow and return lending items in person.
    - 5.2.3. Mail lending: The LARC will provide lending services to members through the mail.
    - 5.2.4. Lending to Students: The LARC will strive to accommodate the study need of students at the NAWCC School of Horology, by lending them for overnight study items from the collection
    - 5.2.5. Reciprocal Lending: Wherever reciprocal agreements are in force which give NAWCC members lending privileges elsewhere, the members of such organizations shall enjoy lending privileges at LARC.

- 5.3. Copy Services:
    - 5.3.1. General: Within the constraints of the applicable copyright laws, and as compatible with its task to preserve, secure and safeguard the items in its collection, the LARC strives to facilitate the copying of information and data contained in its collection.
    - 5.3.2. Self Service Copying: The LARC strives to make available a self service copy machine for on site copying of appropriate items.
    - 5.3.3. Staff Service Copying: For rare, valuable or delicate items, and for off site users the LARC strives to maintain a staffed copying service. Especially fragile items may be excluded from copying.
    - 5.3.4. Copying for on and off site constituents: Service to on site users shall be made available in order of priorities established in 5.1. Off-site users (mail requests) shall be accommodated as staff resources permit.
    - 5.3.5. Copy fees: LARC will set and collect copying fees for self-service and staff-service to recover its full cost, including materials, salaries, postage, equipment amortization and allocated overhead. A premium fee may be charged to users other than NAWCC staff, members or students.
  - 5.4. Electronic Remote Access
    - 5.4.1 Remote Catalogue Access: The LARC strives to maintain remote electronic access to its catalog both for all its users including NAWCC members, students and for the public at large.
    - 5.4.2. Remote Access to electronic holdings: The LARC strives to make accessible to its users its electronic holdings by remote access (dial up or Internet). Such use and access shall be in strict compliance with any copyright, licensing and user agreements concerning such electronic data.
  - 5.5. Reciprocal Arrangements: The LARC strives to enter reciprocal agreements with similar institutions on a worldwide basis to give its own users and constituents the widest possible access to horological information, and making the content of its own collection available through reciprocal arrangements with sister organizations to horological researchers everywhere.
6. The LARC provides **Reference and Research Services**
    - 6.1 Cooperation: The Reference and Research Services of LARC are provided in close coordination and 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): The LARC provides horological research support for all departments of the NAWCC, including Editorial, the School, and its affiliated Museums.
    - 6.3 To Members: One of the core tasks of the LARC is providing reference service and research help to the Members of NAWCC. This may include on-site help, write-in help (postal mail, fax, e-mail), and in exceptional cases telephone help.
    - 6.4 To the Media: The LARC provides reference and research help to members of the print and electronic media
    - 6.5 To the public at large: Only to the extent that this does not interfere with providing reference services to the types of users listed above, and only if charging a fee fully recovering the costs the LARC may provide reference services on horological questions to the general public.
  7. The LARC **disposes** of unneeded holdings [(3)]
    - 7.1. Disposal of unneeded donations to LARC: LARC will maintain a transparent and fully documented process of disposing of donations to LARC that it does not need or want in its collection.

- 7.2. Deaccessioning of unusable collection items: LARC strives to maintain a process of continually identifying, removing from the collection and catalogue and disposing of items which have become unusable due to wear, deterioration, destruction, loss etc.
  - 7.3. Deaccessioning of unneeded items: LARC strives to maintain a process of continually identifying, removing from the collection and disposing of items which have become unneeded. In addition a process of continually swapping collection items whenever better condition specimens of the identical item become available is maintained. Swapped out items are disposed of outside the deaccessioning process.
  - 7.4. Reciprocal Arrangements: Disposal of item may take the form of reciprocal arrangements for donations or swaps with other not-for-profit organizations pursuing similar goals
8. The LARC **publicizes** its activity and services
- 8.1. To the Members: The LARC maintains a program to regularly and periodically inform the members of NAWCC about the availability of its services and the scope of its activities. Such program may include producing items for inclusion in NAWCC periodicals and in the NAWCC website.
  - 8.2. To the Public: The LARC maintains a program to increase the visibility of its activities vis-à-vis the public at large. This program may include cooperation with public media, participation in associations and directories of research, archive or library organizations, etc.
9. **Publications:** The LARC strives to publish (in printed or electronic format) materials of use to horological researchers. The emphasis of publications shall be on research aids, such as complete or specialized catalogs, bibliographies, booklists, research resource lists etc., but may also include facsimile publications of materials in its collection, patent lists and other materials falling within its overall mission of aiding horological research [(4)].
10. The LARC **generates resources** for its activities:
- 10.1. User Fees: The LARC may collect fees from its users for certain services, or from the sale or use of its publications.
  - 10.2. Fund Drives: The LARC strives to solicit donations in close coordination and cooperation with the NWCM and the NAWCC, from its users, the public, businesses, philanthropies and government sources. Funds are accepted for general operational purposes, for additions to the LARC endowment, or with restrictions dedicating them for specific uses.
  - 10.3. Endowment: The LARC has its own endowment account, the proceeds of which (in accordance with the endowment fund procedures of NWCM and NAWCC) will benefit the mission of LARC.
  - 10.4. Volunteer Program: The LARC strives to develop a corps of Volunteers made up of people from the community and from the NAWCC membership to augment the manpower provided by the paid staff to fulfill the task outlined above. Such volunteers may provide both on-site support as well as perform work off site under the direction of the professional staff.
  - 10.5. Deaccessioning and other disposals: As part of its deaccessioning/disposal task and in strict adherence to the applicable policies of the NWCM the LARC may raise funds from the disposal of items through sales, auctions etc.
11. The LARC acts as the **archives** of the activities and the history of the NAWCC: While the NAWCC business office keeps the legal and business record of the activities of the NAWCC and the NWCM, the LARC strives to acquire, catalogue and make available to its users items documenting the history and activities of NAWCC, its Chapters, NWCM and LARC.

Notes and Comments:

- (1) The actual way the tasks contained the above Tasklist will be done needs to be specified in much greater detail in a procedures manual for the LARC.
- (2) For the time being it makes sense to limit the LARC to dealing with words, quantitative information (numbers), images (still and moving) and sound. The operation of the NWCM study collection of physical artifacts (movement, tools, etc.) should be part of the Museum, i.e. the people who run the exhibition, although a close cooperation between the study collection and the LARC (i.e. common catalogue, compatible procedures) is desirable.
- (3) All disposal of items will be done strictly in accordance with the formal Deaccessioning policy adopted by the Trustees of the NWCM.
- (4) Publication of horological "research results" rather "research aids" remains the responsibility of the NAWCC Editorial Department rather than of LARC.