

## Northumberland Collections Service (Woodhorn) Annual Work Plan, 2007-2008

Activity	Lead Staff	By
<b>SERVICE AREA – ARCHIVES.</b>		
<b>Business Development.</b>		
Develop client digitisation business.	SW/KG	12/07
<b>Collections Management.</b>		
Re-draft, consult and publish Collections Policy.	SW	05/07
Draft, consult and publish Security Policy.	NA	05/07
Draft, consult and publish Preservation Policy.	SW	05/07
Draft, consult and publish Audience Development Policy.	NA	05/07
Draft, consult and publish Media Policy.	NA	05/07
Draft, consult and publish Appraisal Policy.	SW	05/07
Draft, consult and publish Training Policy.	NA	05/07
Prepare Disaster Plan identify training required to implement plan.	SW/JR	06/07
Introduce cataloguing prioritisation scheme.	CS	12/07
Review current document handling procedure & introduce document handling as part of staff induction.	LS	12/07
Review Loans documentation.	CS	12/07
Provide management input to Access To Northumberland's History project.	SW	04/07
Ensure development of content based website - as part of Access To Northumberland's History project.	SW	09/07
Review catalogue provision.	LS	12/07
Edit accession register entries and make available to view via e-catalogue.	CS/PT	12/07
<b>Publicising Collections.</b>		
Write and publish publicity leaflet for Collections.	SW	07/07
Write and publish guide to e-catalogue.	SW	12/07
Review leaflet provision and identify authors for new content.	LS	07/07
Prepare and present talks for Local History Month.	Arch/AN/DM	05/07
Develop content for public programme for Black History Month.	SW	10/07
<b>Service Development.</b>		
Explore funding opportunities for core staffing for additional staffing positions & prepare bid.	NA/SW	06/07

Explore avenues to increase funding for staff training.	NA	
Publish standards document on NCC website.	SW	04/07
<b>Statutory Functions.</b>		
Set up systems for recording benchmarking data.	LS	06/07
Set up monitoring systems for benchmarking.	LS/KG	06/07
Complete TNA self-assessment.	SW	07/07
<b>SERVICE AREA – LOCAL STUDIES</b>		
<b>Collection Management.</b>		
Prepare composite newspaper lists - bringing together material from Cambois & Woodhorn.	AN	09/07
Re-organise Local Studies storage at Woodhorn and develop locations system.	AN	09/07
Undertake staff training in relation to use of catalogue and location of items within strongrooms.	AN	06/07
Re-write and publish Disposal Policy.	AN	06/07
Develop system for tracking & recording periodicals/journals.	AN	09/07
Develop strategy for increasing usage of periodicals/journals.	AN	09/07
Attend external event to promote usage of collection	AN	09/07
Review & revise Library Guides	AN	12/07
<b>Publicising Collections.</b>		
Prepare and publish leaflet recording newspaper holdings.	AN	09/07
Develop and implement strategy for promoting use of Local Studies collection at Woodhorn.	AN	12/07
<b>FOI</b>		
Oversee the successful handover of FOI management to Corporate Performance Team.	KS	06/07
Provide input to the revision of NCC Publication Scheme.	KS	05/07
<b>Records Management</b>		
Take the lead on the development of Digital Preservation Policy.	KS	10/07
<b>EDRMS</b>		
Provide records management advice to EDRMS Project Team.	KS	Ongoing
<b>Modern Records Business</b>		
Develop publicity material for Modern Records external business	KS	08/07

Write content advertising Modern Records Service for ENW website.	KS	08/07
Develop Modern Records external business.	KS	12/07
Investigate software for electronic records management of Modern Records Service.	KS	02/08
Establish procedures for cataloguing modern records archival deposits directly into CALM.	KS/DM	06/07
Liaise with NCC Administration Directorate and resolve issue of legacy files.	KS	05/07
<b>Collection Management.</b>		
Assess material that came out of Workshop Block for priority cataloguing/digitisation.	DM	12/07
Participate in Northumberland Collections Online project.	DM	12/07
Integrate 'Woodhorn' series of oral history recordings into main T series, ensure digital conversion and make catalogue entries available within CALM.	DM	12/07
Undertake benchmarking of 3-D collections	SW	06/07
Ensure that textual descriptions and images of 3-D objects are viewable via the e-catalogue.	SW	12/07
<b>Storage.</b>	SW	12/07
Sort material that came out of the Workshop Block and ensure that it is housed appropriately at Woodhorn.	DM	3/08
Assist in preparatory work in relation to the adaptation of the Cage Shop for 3-D storage.	DM	3/08

**SW**  
**03/05/2007**