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

Task Catalog Abreviated 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)