

LAUNCHING PILOTS AND STARTING NEW PROGRAMS: TWO OF LILRC'S NEWEST PROGRAMS

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Presenters

Tim Spindler, Executive Director

Robert Anen, Project Archivist

Nicole Menchise, Digitization & Archives Coordinator

Sally Stieglitz, Communications & Outreach Coordinator



From Idea to Implementation

- Brainstorming
- Market Research - The 4 P's
- Planning the Service
- Piloting the Service

4 P's of Marketing

- Product or Service
- Price or Cost
- Place
- Promotion

The Market Space

	Providers						
Library Services	Individual Libraries	NLS/SCLS	NCLA/SCLS/NYLA	ESLN	DHPSNY	LILRC	SUNY
Archives/Digitization Consulting					X	X	
Archives Processing/Digitization Services						X	
Asset Platforms (NY Heritage, NY Historical Newspapers, etc.)	X			X			
Cataloging	X	X					
Collection Development Funds (CCDA)						X	
Consultation and Facilitation Services							
Continuing Education		X	X	X	X	X	
Dark Archive Storage Service				X			
Database Purchases	X	X				X	
Delivery		countywide		statewide			
Direct Grants						X	
Discounts (RDA Toolkit, OCLC, Computers in Libraries, etc.)		X		X		X	
Equipment Loan		X					
Exhibit Loans						X	
HR/Attorney Services				X			
ILL	X	X				medical only	
ILS/LSP	non-publics	publics					X
Institutional Repository	X						X
Online Learning (such as skillshare)							
Paid Internships	X	X		X		X	
Reference/Chat Reference	X			X			
Union Catalog		X					X
Web Site Hosting	X						

Planning & Implementation



Diversity Internship Program

Nassau/Suffolk college student

Any field of study

Paid internship (stipend)

Part time

Flexible days/hours



Guiding Principles



Low barrier application

Low barrier interview process

Paid work

Purpose driven experience

Build resume

Learn about librarianship

Involving Stakeholders



Board
Committee
Community

Foundational Documents

Description/Proposal

Oversight/Committee

Promotional/Outreach

Interview Questions/Process

Candidate Communications

Press Releases/Publicity

Onboarding

Record Keeping

Evaluative

Course Credit Evals



Intern Experiences

In Office Work

Meetings and Trainings

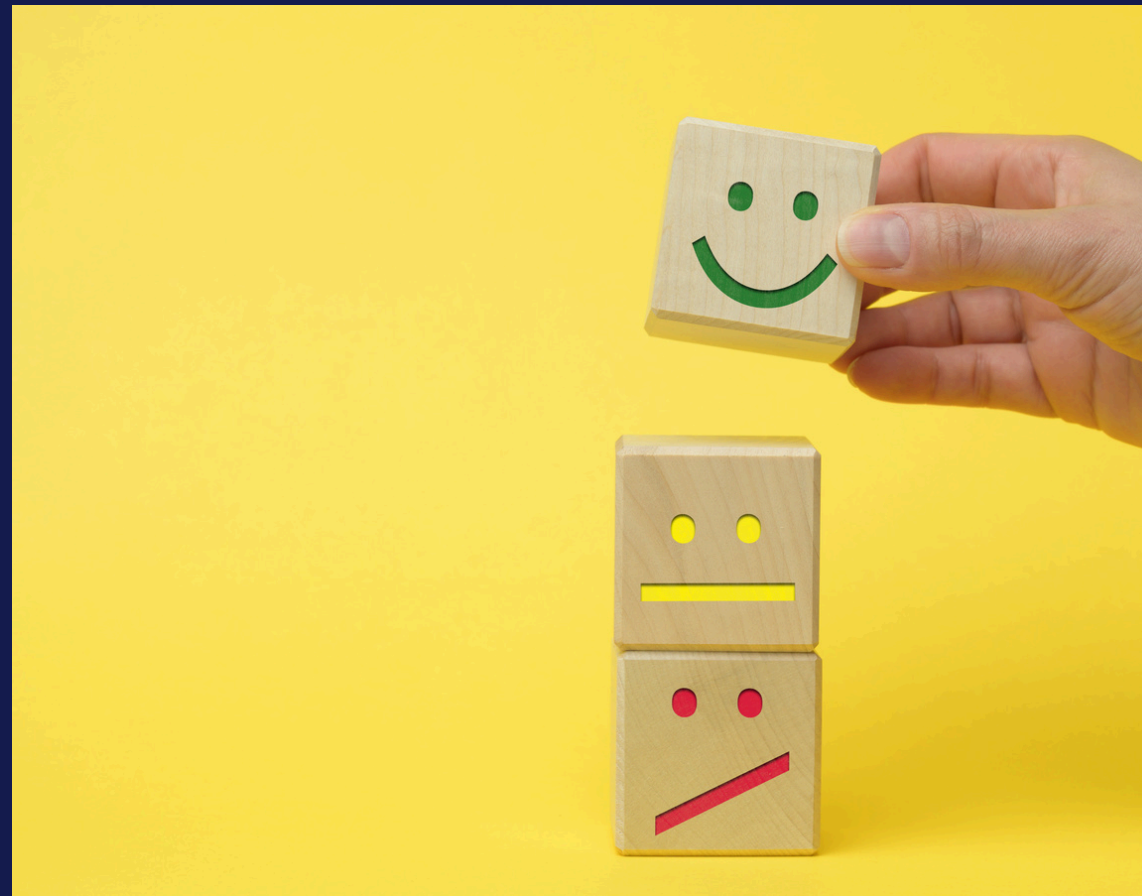
Site Visits



Surprises and Pivots



Assessment



Outcomes



Accessing Archives Program



Humble Beginnings

- Discussion that began three years ago - what do cultural institutions and library local history rooms need ?
- Looked to other pilot projects from institutions - especially the pros and cons from our sister council the Western New York Library Resources Council (WNYLRC)
- Used my past experience to develop some guidelines to create a sustainable approach
- Received support from the Board to proceed with this as a two year Pilot Project.

Purpose

The purpose of the Accessing Archives Program is to provide an opportunity for cultural institutions on Long island to increase the accessibility of their collections.



Help Wanted: Project Archivist

- **Announcement of Project Archivist Position - July 2021**
- **18 Applicants**
- **Tim and I felt Robert had a skillset that would be an asset and that I could work with him on projects where he needed more guidance (arrangement and rehousing of collections)**
- **Robert Anen begins as LILRC's Project Archivist in January 2022**

Between July- December 2021

- Finalize the Guidelines
- Work through the details
 - Application
 - Memorandum of Understanding
 - Reports
 - Evaluations
 - Accountability
- Call for projects

Libraries ARE included!

How it works:

- Application is sent to Tim Spindler, Executive Director
- If applicable, a site visit to the location is conducted by Nicole Menchise, Digitization and Archives Coordinator, and a beginning and end date is created (tentative per P.A. schedule) totalling @ 210 hours
- A summary statement is emailed to all parties and followed up by a M.O.U. from Tim Spindler
- Robert works though the agreed upon scope of the project outlined in the summary email (not the application per se)

What LILRC expects:

- The institution must be able to provide a safe and hazard free workplace where the project archivist can safely work
- LILRC will provide computer equipment, digitization equipment and remote networking if required
- Items will only be taken off site if allowed by host organization
- Member institutions will provide archival containers for rehousing as required up to \$500 in expenses (if applicable)
- Project archivist sticks to the plan - additional work is reviewed



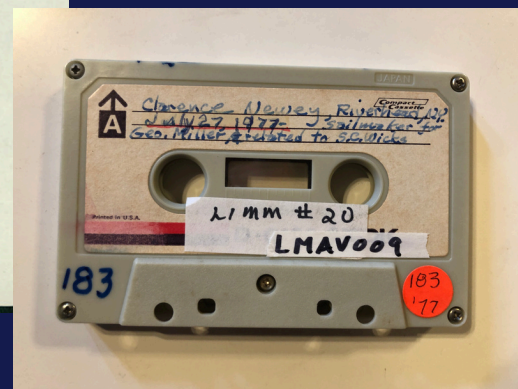
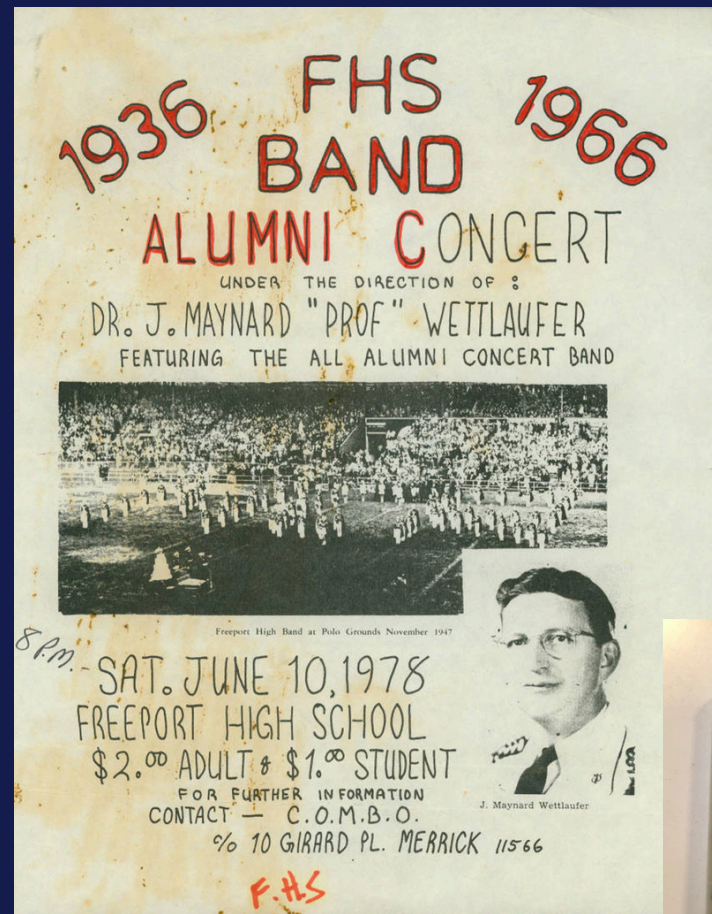
<https://lilrc.org/Accessing-Archives-Pilot-Project>

Examples of Projects

All Projects are represented on one or both of ESLN's Platforms
(New York Heritage, EmpireADC)

Oral History Digitization

Freeport Historical Society
Long Island Maritime Museum
Hallockville Museum Farm
Manhasset Public Library



Digitization Projects

Southhold Historical Museum

Northport-East Northport Public Library

Three Village Historical Society

Old Westbury Gardens

Walt Whitman Birthplace Association

Oceanside Library

Franklin Square Historical Museum





Processing and Rehousing of Archival Materials*

Historical Society of East Rockaway and Lynbrook

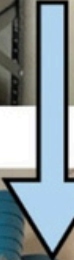
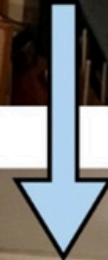
SUNY Old Westbury

Long Island Museum

Sea Cliff Village Museum

Half Hollow Hills Community Library





Project Locations



Item Locations



Lessons Learned

- You wear many hats
- Meet people where they are
- Trust your instincts
- Never assume
- Go the extra step



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