

# **NEYM Archivist**

## Work Plan for Fiscal Year 2012

### **Goal**

- *Provide Friends and non-Friends appropriate access to New England Quaker archives and other historical records through maintenance and upkeep of the NEYM Archives located at the Rhode Island Historical Society (RIHS) Library in Providence, RI.*

### **Hours and Work Site**

- *Hours*

A part-time position averaging 8 hours/week

- *Work Site*

NEYM Archives located at the Rhode Island Historical Society (RIHS) Library, Providence, RI

### **Functions and Tasks**

Establish boundaries and contents of the collection

Provide upkeep and maintenance of the collection

Process new accessions, maintain detailed accession records, and send acknowledgements of gifts

Respond to formal requests for research

Attend meetings of the Archives and Historical Records Committee

Travel occasionally throughout New England to survey records, conduct research, lead Archives related workshops and attend meetings as appropriate

Participate in professional organizations and archival trainings as appropriate

Supervise volunteers working with the collection

### **Work Plan Priorities Listed By Order of Importance**

- Become knowledgeable about the contents and disposition and condition of the NEYM Archives
- Inventory the collection
- Process back-log of materials needing accession, particularly those items needing more immediate attention
- Develop a framework to increase intellectual access to the collections
- Work with the Committee to update the collection policy
- Reach out to local meetings to recruit volunteers
- Travel around New England to visit local meetings
- Attend archival trainings as appropriate

### **Measures and Indicators of Work Plan Priorities Accomplishments**

- A quarterly report sent to Yearly Meeting (YM) Secretary and the Archives and Historical Records Committee Clerk, including statistics of Archive use, fiscal activities and new accessions
- Annual Report to YM Secretary and the Archives and Historical Records Committee including:
  - Written narrative evaluating goals, priorities, and task accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical report, including Archive use, fiscal activities and new accessions
- Report for publishing in the Minute Book as appropriate
- YM Secretary conducts staff performance appraisal

### **Queries**

Do you feel supported in the position?

Do you have enough time to do the work?

Do you feel the goals are appropriate and ordered appropriately?

Are there goals that are not here that need to be?