

Develop a plan to build at least one relationship within your special library's organization – group or individual. Identify whom you will target, how you will do it, what will you do, what staff will work on it and what you hope to accomplish. Please include details on the plan.

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**Plan:**

The Museum X Library and Archives will build a relationship with the interpreters who are responsible for sharing information with visitors while they are exploring exhibits. These interpreters are mostly volunteers. The group consists of many middle and high school students as well as retirees. There are also some college students and parents of high school aged students. The interpreters represent the whole museum to guests so it is important that they present accurate information to visitors, make them feel comfortable, and encourage them to come back. Since many interpreters stay with the museum for fewer than five years, it is important that this group is constantly given access to thematic information relating to exhibits as well as suggestions for how to improve their public speaking skills.

The Museum X Library and Archives will build a relationship with this group by providing them with tours of the library facilities as part of their initial training. These tours will be coordinated between the library staff, the volunteer coordinators and exhibit managers. Many of the volunteers do not have a lot of time to visit the library outside of their shifts so the library will cater to them through lunch presentations, E-mail messages, and short information messages that can be posted in break areas. If there is sufficient interest and funding, a book group could also be created that would target interpreters, but could also be opened to other staff. Library staff or other museums workers could moderate these book discussions depending on who was available and best suited to lead the discussion. Perhaps pizza or movie nights might also be appropriate.

**Staffing:**

This will involve the entire Library and Archives staff. They will need to work with volunteer coordinators, exhibit managers, and other staff members. Museum interpreters will also be involved.

**Goal:**

To provide interpreters with accurate information on historical topics relating to exhibits in Museum X. To introduce interpreters to sources of material that will help them improve their interaction with the public.