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The Library and Archives at Museum X will produce an electronic newsletter to make patrons aware of new materials in their holdings and items that are related to exhibits. Patrons will be able to select the type of newsletter that they would like to receive. Brief articles written by a member of the library staff or exhibit developer will be aggregated to form different newsletters for different groups. People will be able to register for the newsletters through the Museum X website or by filling out a paper form at the Museum.

The aggregated versions would be for the following groups:

Employees would receive news about new acquisitions in the Archives that could inspire new ideas for exhibits. They would also be made aware of holdings relating to current exhibits and professional development.

Researchers would receive notices about archival findings and purchases of specialized materials that are not widely available. They would be made aware of database access in the Library.

Teachers, professors, home school groups and youth organizations would receive notices about new educational materials available in the library. They would also be given a bibliography of library owned materials relating to new and existing exhibits. The list would need to include what age group the material is intended for.

All of the bibliographies and other announcements produced by the library staff would be made available on the Museum X website so that people can access the information even if it was released before they subscribed to the newsletter.

Future Possibilities:

This service could eventually be expanded into a blog or an RSS feed. That would depend on the reaction of the public as well as available staff and technology.

Staffing:

Library and Archives staff would need to write brief descriptions of new acquisitions and purchases for the newsletters. As museum staff members develop new exhibits, they would need to create bibliographies of the resources they consulted. There would need to be a staff member with sufficient knowledge of technology to create a registration form for the Museum X website so that people can register for the newsletters. This person would also need to know how to set up and operate distribution lists on a computer. Any paper requests for inclusion in the newsletters would need to be entered manually by a staff member. The technology related tasks could be divided among employees throughout the Museum. Another option would be that one library staff member would handle all of the technology aspects of the project and write the

content with some content from other librarians and exhibit developers. Also, the maintenance and creation of the distribution lists could be outsourced to a company specializing in E-mail communication.

Other electronic services that are already offered or might be useful for Museum X:

Access to electronic databases in the library for all patrons

Remote access to electronic databases for employees

Online catalog would allow patrons to see holdings before coming to library

Online photos of archival and museum holdings would allow more people to access them