

Dollar Museum Trust Forward Plan 2018-2021

Mission Statement: Dollar Museum's purpose is to preserve and promote understanding and appreciation of the social, economic and cultural heritage of Dollar and the surrounding area for present and future generations.

Key aims: This is to be carried out by:

1. Collecting and storing objects and archives.
2. Conserving, recording and researching them.
3. Promoting interest in them by making the Collection and associated information available to the public through exhibitions and our website.
4. Encouraging the wider interpretation of the Collection through talks, publications and educational visits.
5. Ensuring there are sufficient funds to run the Museum.
6. Ensuring the Museum complies with Health and Safety, Child Protection and all other relevant legislation.

Specific Objectives:

1. **Display cases:** Obtain funding to buy a new display case for an upgraded Lavinia Malcolm display. This should have internal lighting, environmental controls and be secure enough for us also to display the valuable Dollar Provost's chain, which would be on loan from Dollar Parish Church Kirk Session.
2. **Create a History of Dollar timeline exhibition.**
3. **Photocopier:** Replace the current copier when its toner runs out as the toner is no longer available.
4. **New Website:** Continue to develop the new website by keeping information about events in the museum up to date, adding to the online resources, and enabling online visitors to buy photographs and also items from the museum shop.
5. **Cloud Storage:** Use cloud storage for back-up for all photographs scanned and documents created. Specific folders will be made available for remote access (minutes, accounts, sales sheets, etc.) or for editing photographs and documents. Meanwhile a master archive would remain on the office PC, with normal backups.
6. **Photographic scanning/printing:** Continue to scan the photographs in the Collection and add them to the photographic database. As we are running out of space in the Reading Room, we should not print copies of photos where we hold the originals. Copyright information should be added to entries for individual photographs in the database of scanned photographs.
7. **Digitisation of documents/books:** Start digitising other documents in our archive (a) to insure against physical loss or damage of unique books/documents, and (b) to assist research.

8. **Publicity:** Seek more press publicity and wider distribution of posters and leaflets. Publicity should be particularly targeted on the Dollar population, many of whom have never been in the Museum. Investigate the possibility of a formal/informal feed with the Facebook page *Dollar Past & Present* to target the Dollar population. Consider joining Visit Scotland to obtain wider publicity.
9. **Use of Museum for external events:** As there is now a shortage of meeting places in Dollar, encourage more use of the Museum for events such as meetings by non-museum groups within our conditions.
10. **Funding:** Continue to fund capital projects with external funding or donations wherever possible. The annual contribution made by the Friends is primarily cover for the running costs of the museum.
11. **Publications:** Bruce Baillie's *History of Dollar* will be scanned and offered on a print to order basis. We will buy copies of Gibson's *Reminiscences* in bulk for re-sale.
12. **Succession:** Identify and encourage new, preferably young, volunteers to help at weekends and to join the Friends Committee and as potential Trustees. Plenty of expertise is available in the museum to train any volunteers who are interested in curatorial functions or other roles. Volunteers assisting with setting up exhibitions and undertaking digitisation of documents and photographs gain knowledge of the Collection. Volunteers could also attend courses either in-house or organised by the Museum Galleries Scotland.
13. **Museum Trust and Museum Friends Management Committee - administrative procedures:** To aid the handover to a successor in any of the roles, compile job descriptions for all office holders. (chairman of the trust, secretary, treasurer, health and safety, maintenance routines, chairman of the friends, etc.). In addition, the procedures for Trustees Meetings will be formalised.
14. **Maintenance:** Continue to monitor the Museum building and surrounding area and carry out promptly any maintenance or repairs that are required.

Approved by the Trustees at the meeting on 2018

Signed Chairman of Dollar Museum Trust