MLA
MUSEUMS LIBRARIES ARCHIVES

REFERENCE ONLY

Not suitable to submit as application

The Accreditation Scheme for Museums in the United Kingdom

Application form

MLA's Accreditation Scheme sets nationally agreed standards for UK museums.

To qualify, museums must meet clear basic requirements on how they care for and document their collections, how they are governed and managed, and on the information and services they offer to their users.

Accreditation benefits museum visitors and the users of museums services. It supports museum managers and governing bodies in planning and developing their services, and it provides a benchmark for grant-making organisations, sponsors and donors.

Please make sure you answer all the questions that apply, and provide all necessary supporting documents.

If you have any questions about anything in this form, please contact your assessing organisation. These are the Regional Agencies for Museums, Libraries and Archives in England, the Scottish Museums Council, the Northern Ireland Museums Council and CyMAL; government-funded national museums are assessed by MLA.

If you want to complete your application electronically do not complete this form

You can complete your application electronically or using a printed form. This is the printed form – if you want to apply electronically, do not complete this form. Contact your assessing organisation for guidance and for details about how to access the version of this form designed for electronic completion.

If the museum operates on several sites

Organisations with a national remit operating on several sites
In the case of nationally-based heritage organisations (e.g. the National Trust, English Heritage), the ability of the organisation to meet the requirements of the scheme and therefore be approved as a museum authority must be confirmed before applications from individual museums can be considered. Each individual museum must then demonstrate that it qualifies for Museum Accreditation. Documents common to more than one museum need only be submitted once and information common to more than one museum need be given in detail on only one form. Assessment as a museum authority is the responsibility of MLA and assessment of the sites is carried out by the relevant Regional Agency, Museum Council or CyMAL.

Museum services operating more than one museum When museum services such as those run by local authorities, some universities and other organisations operate under a single governing or managing arrangement, an application must be made for each museum. Documents common to more than one museum need only be submitted once and information common to more than one museum need be given in detail on only one form. A museum service wishing to apply in this way must first discuss with its assessing organisation whether it is appropriate to do so.

Notes to help you fill in this form

- You must first establish that the museum is eligible to apply for Accreditation. Please contact your assessing organisation for guidance.

- Please refer to the full Accreditation Standard as you fill in this form, using the notes given here to help you; you are unlikely to produce an adequate application if you rely on the form alone.

- This form is organised into four main sections. Each numbered question in each section corresponds to a related requirement in the Accreditation Standard. The question numbers in this form correspond exactly to the numbering of requirements in the Standard. This is to help you ensure that your responses in this form supply the evidence required as accurately as possible.

- You can complete the form collaboratively with colleagues but one authorised person must sign the form.

- If the museum has a Curatorial Adviser, he or she must be involved in preparing the Accreditation application, and must also counter-sign the application form.

- The assessor will look for evidence which demonstrates that the arrangements you make and the services you offer are appropriate to a museum of your type, size and location.

Supporting doucments as evidence

- Throughout this form there are questions that are best answered by providing an existing document, or a copy of part of it, rather than copying long extracts from the document onto this form.

- The questions that require supporting evidence are indicated with the symbol 0, and they name the supporting documents.

- What you have to submit with your application will depend on your answers to specific questions.

- These documents will provide evidence that the museum meets the requirements.

- If any documents have been previously submitted, you do not need to submit them again.

- At the start of each section is a checklist of supporting documents that may be needed for that section, these checklists can be used as a guide to the evidence required and to help you prepare your application

Contact Details

About the museum that is the subject of the application

Museum details

Museum name (the name you give here will appear on the Accreditation certificate)

Address

Postcode

Website

Museum registration number, if you are already in the Museum Registration Scheme

RD

Name of museum service, if applicable

Contact details, if different from above

Contact name (in block capitals)

MLA or the assessing organisation will use this name as the main contact for all matters relating to Accreditation and the museum's application.

Position

Address for correspondence

Postcode

Phone number

Fax number

email

Please confirm how you would prefer to recieve any additional information relating to Accrediation. *Tick the one that applies*

☐ as email

☐ by post

Eligibility for the Accreditation Scheme

The museum must meet the Museums Association 1998 definition of a museum.

'**Museums enable people to explore collections for inspiration, learning and enjoyment. They are institutions that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society.**'

The following categories of organisations will **not** normally be deemed eligible for Museum Accreditation:

• science centres and planetaria, natural and archaeological sites, historical and industrial buildings and sites, and heritage centres, not having associated permanent collections

• institutions displaying live specimens, e.g. zoos, aquaria, botanical gardens

• educational loan services

• venues for temporary exhibitions with no permanent collections

• records centres (e.g. biological, environmental, archaeological sites or monuments)

• libraries and archives (including sound, film or photographic archives)

• institutions whose collections are accessible only via the Internet

Such institutions may be considered if they form part of a museum service which itself meets the Accreditation requirements.

Please see Appendix 1 of the Standard for further information on the definition of a museum.

Meeting the requirements of the Accreditation Scheme

As well as meeting the definition of a museum, the museum must provide evidence of its ability to meet **all** of the Accreditation requirements. This is done through:

• the answers provided to questions in this application, and

• supporting documents you are asked to submit or have available for inspection on request.

Additional requirements for non-government-funded museums using 'national' or equivalent words in their name

The Accreditation Scheme seeks to establish **minimum** standards, but if a museum uses the term 'national' or equivalent in its title, higher standards are required than in an application from a museum that does not use the term.

The additional requirements apply to: museums using the following names: International; World; Nation; National; Europe; European; United Kingdom; Great Britain; Britain; British; England; English; Scotland; Scottish; Wales; Welsh; Cymru; Cymreig; Ulster; Northern Ireland; Northern Irish; Commonwealth; Empire.

The additional requirements do NOT apply to: museums that have a national role as a result of being established by primary legislation or being sponsored by a government department. It does not apply where the word 'British' or other similar relates solely to the geographical origin of artefacts, for example, The Museum of British Pewter. The assessing organisation will provide guidance about when the requirements apply.

The additional requirements are located at the end of Sections 2, 3, and 4 in this form.

Please see Appendix 2 of the Standard for further information and guidance.

Section 1: Governance and Museum Management

Requirements for Accreditation

1.1 Acceptable constitution for the governing body

1.2 Proper management arrangements

1.3 Satisfactory arrangements for the ownership of the collections

1.4 Secure arrangements for occupancy of premises

1.5 Sound financial basis

1.6 Forward plan, including statement of purpose, key aims, specific objectives and spending plan

1.7 Emergency planning

1.8 Staff appropriate in numbers and experience to fulfil the museum's responsibilities

1.9 Staff employment and management procedures

1.10 Access to professional advice

1.11 Professional input to policy development and decision making

1.12 Compliance with relevant legal, safety and planning regulations

Throughout this form, there are questions that require supporting evidence. These questions are indicated with the symbol ɡ. What you have to submit with your application will depend on your answers to specific questions. These documents will provide evidence that the museum meets the requirements for Governance and Museum Management. If the relevant documents have been previously submitted, you do not have to submit them again.

You can use this checklist as a guide to the evidence required for this section and to help you prepare your application.

Checklist of supporting documents for Governance and Museum Management

1.1 Constitution

ɡ ☐ A copy of the most recent constitution including any amendments, if not previously submitted

1.2 Management arrangements

Museums with a separate managing committee

ɡ ☐ Chart to explain the reporting arrangements between the managing committee and the governing body, if you are not describing the arrangements in this form

University and other non-local authority organisations with functions in addition to running a museum

ɡ ☐ The composition and terms and conditions of the managing committee
AND

ɡ ☐ A minute confirming that they have been approved by the governing body

Local authority with a portfolio holder or cabinet system

ɡ ☐ Evidence of powers to approve policy documents for Accreditation

Museums managed by a legally separate managing organisation

ɡ ☐ Most recent constitution of the managing organisation, if not previously submitted
AND

ɡ ☐ The signed formal agreement between the managing organisation and the governing body

1.4 Occupancy of premises

Premises occupied on a licence basis

ɡ ☐ Copy of the current licence, if not previously submitted

1.5 Sound financial basis

ɡ ☐ Audited accounts, or statements, or summary of expenditure for the last two years

1.6 Forward planning

ɡ ☐ Forward Plan

ɡ ☐ Additional document to support the forward plan, if the statement of museum's objectives is within a larger corporate plan, for example in a university or a local authority

1.7 Emergency planning

☐ The emergency plan is available for inspection on request

1.8 Staffing

ɡ ☐ Staff chart, if staff details not given in this form

☐ Details of relevant staff experience are available for inspection on request

1.9 Employment procedures

ɡ ☐ Copy of the letter awarding Investors in People status, if applicable

1.10 Professional advice

ɡ ☐ A signed and dated minute of the museum's governing body confirming the appointment of the current Curatorial Adviser, if applicable and if not previously submitted

Notes and guidance*

1.1 Acceptable constitution for the governing body

You must submit a copy of the most recent constitution including any amendments if you are applying for Accreditation for the first time.

If you are already in the Registration Scheme, you need only submit a copy if the constitution has been amended since that application was submitted.

Please provide the name of your most senior manager, eg museum director, head of cultural services or, in the case of volunteer-run museums, the name of the chair of your trustees.

Section 1: Governance and Museum Management

1.1 Acceptable constitution for the governing body

Please confirm what you are submitting with this application

- [ ] Most recent copy of the constitution
- [ ] Not submitting anything – constitution including any amendments has been previously submitted

1.1 A   Name of governing body

Contact name (in block capitals)

Position

Address
Postcode

Phone number

Fax number

email

1.1 B   Type of constitution of the governing body *Tick the one that applies*

- [ ] Act of Parliament
- [ ] Royal Charter
- [ ] Local authority
- [ ] University
- [ ] Memorandum and Articles

Charity number

Company number

- [ ] Deed of Trust

Charity number

- [ ] Other charitable constitution

Charity number

- [ ] Other

Type of organisation

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* These notes are intended to help you complete your application form; they do not replace the full statement of requirements set out in the Accreditation Standard.

1.2 Proper management arrangements

You must provide information about the museum's managing committee if this is not the same as the governing body named in its constitution, and explain the reporting arrangements. For university and other non-local authority organisations with functions in addition to operating a museum, you must provide both the composition of the managing committee and its terms and conditions, and a signed minute to confirm that they have been agreed by the governing body.

If there is a managing organisation that is legally separate from the body that owns the collection, you must provide a copy of the constitution of the managing organisation and the formal agreement between the two organisations.

1.2 Proper management arrangements

Please confirm what you are submitting with this application

☐ Not submitting anything – relevant documents have been previously submitted

For a managing committee

☐ Chart to explain the reporting arrangements between the managing committee and the governing body, if you are not describing the arrangements in this form

For universities and other non-local authority organisations where the museum's governing body has a wider role

☐ Composition and terms and conditions of the managing committee
AND

☐ Minute confirming that they have been approved by the governing body

For local authorities with a portfolio holder or cabinet system

☐ Evidence of powers to approve the policy documents requested for Accreditation

For a legally separate managing organisation

☐ Most recent constitution of the managing organisation
AND

☐ The signed formal agreement between the managing organisation and the governing body

1.2 A Please confirm which management arrangement is in place
Tick the one that applies

☐ The governing body manages the museum

☐ The governing body has set up a managing committee (such as a panel or sub-committee) to manage the museum

Name of managing committee

Reporting arrangements between the managing committee and the governing body

☐ A legally separate managing organisation manages the museum

Name of managing organisation

Type of constitution of this managing organisation

☐ Memorandum and Articles

Charity number

Company number

☐ Deed of Trust

Charity number

☐ Other charitable constitution

Charity number

☐ Other consititution

Give details

1.2 B Which body or individual is authorised to approve policy documents, such as the Acquisition and Disposal Policy and the Forward Plan

1.3 Satisfactory arrangements for the ownership of the collections

Museum collections are held in trust for society and you must demonstrate that satisfactory arrangements relating to their ownership are in place. This includes information on significant objects or groups of material on loan to the museum and the percentage of loans in relation to the total collection.

1.3 Satisfactory arrangements for the ownership of the collections

1.3 A Please confirm who owns the majority of the collection

1.3 B Please give a summary description of significant objects or groups of material on loan to the museum

1.3 C Percentage of loans in relation to the total collection

%

1.4 Secure arrangements for occupancy of premises

There is no minimum period for the occupancy arrangement, but there must be written occupancy terms, which are sufficiently long term to provide security for the collections and to enable forward planning. Any other arrangement than those named will be considered on a case by case basis.

1.4 Secure arrangements for occupancy of premises

1.4 A   Please confirm the basis on which all buildings are occupied, including stores
Tick all that apply

☐ Freehold

Applicable buildings

☐ Leasehold

Applicable buildings

Name of leasing organisation or individual

Length of lease [   ] years   Expiry date [   ]

If the lease expires within 12 months, your planned course of action

☐ Tenancy

Applicable buildings

Name of landlord

Period of tenancy [   ] years   Minimum notice period [   ]

If the tenancy agreement expires within 12 months, your planned course of action

☐ Licence

Applicable buildings

Please confirm what you are submitting with this application

☐ A copy of the licence

☐ Not submitting anything – most recent copy of the licence has previously been submitted

☐ Other basis

Applicable buildings

Please give details

1.5 Sound financial basis

See Appendix 3 of the Standard for information about the Statement of Recommended Practice for museums constituted as charities.

1.5 Sound financial basis

Please confirm what you are submitting with this application

- [ ] **National museums and museums constituted as charities**: last two years' audited accounts or equivalent disclosure to comply with local regulations
- [ ] **Local authority, university and other museums**: copies of statements of the previous two years' expenditure, validated by an authorised signatory
- [ ] **If the museum's finances are consolidated within a larger organisational or departmental financial system**: estimated summary of museum expenditure for the previous two years
- [ ] **If the museum has a separately-constituted managing organisation**: its audited accounts for the last two years in addition to those of the governing body

1.6 Forward Plan, including statement of purpose, key aims, specific objectives and spending plan

The plan must be approved by the governing body or under delegated powers. Its length and complexity may vary based on the scale of a museum's operation.

Where a museum forms part of a larger organisation, and its specific objectives are expressed only in general terms in a wider corporate plan, you must provide a copy of a more focused plan produced for your own management purposes. This does not have to have been agreed by your governing body.

The projected spending plan must cover the current year and the year following. It should indicate the intended approach even if the figures are at outline stage and have not yet received the formal approval of the governing body.

1.6 Forward Plan, including statement of purpose, key aims, specific objectives and spending plan

Please confirm what you are submitting with this application

- [ ] A copy of the Forward Plan
- [ ] A signed and dated approval of the plan, by the authority indicated in 1.2 B

1.6 A Please confirm that the plan covers **all** of the following

- [ ] Statement of purpose of the museum
- [ ] Key aims relating to the museum
- [ ] Specific objectives for the museum, to be achieved within the current planning cycle
- [ ] Spending plan for the current and following year

1.7 Emergency planning

This section explains the requirements for Accreditation. See Appendix 4 of the Standard, 'Guidance on emergency planning' for other topics that the plan might include. You must review the emergency plan every five years as a minimum.

1.7 Emergency planning

Please confirm that this document is available for inspection on request

- [ ] Emergency Plan

1.7 A Please confirm that the plan covers **all** of the following

- [ ] Arrangements for staff and visitors
- [ ] Arrangements for collections
- [ ] Arrangements for buildings
- [ ] Risk assessment of threats such as fire, flood, theft, vandalism
- [ ] Procedures that staff must follow if an emergency occurs

1.7 B Date the plan was last reviewed

[   ]

1.8 Staff appropriate in numbers and experience to fulfil the museum's responsibilities

Staff includes both paid staff and volunteers. It may also include the members of governing bodies and managing committees. The appropriate number of staff and their areas of work will depend on the museum's responsibilities.

1.8 Staff appropriate in numbers and experience to fulfil the museum's responsibilities

Please confirm what you are submitting with this application

☐ Staff chart or list of staff

Please confirm that this document is available for inspection on request

☐ Details of relevant staff experience

1.8 A   Please confirm for paid staff

Number of paid staff [   ]

Areas of responsibility

1.8 B   Please confirm for volunteers

Number of volunteers [   ]

Areas of responsibility

1.9 Staff employment and management procedures

Accreditation requirements apply equally to paid staff and volunteers.

You must meet all legal requirements for recruitment and employment, including for members of the governing body.

Appropriate training need not lead to a formal qualification. As with the Forward Plan, the nature of training provision will be informed by the size and scale of the museum and its operation.

1.9 Staff employment and management procedures

Please confirm whether the museum has Investors in People (IiP) status

Tick the one that applies

☐ The museum has IiP status
You do not need to complete the rest of question 1.9, please proceed to question 1.10

> Please confirm what you are submitting with this application
> 0 ☐ A copy of the award letter

☐ The museum does not have IiP status
You must complete the rest of this question

1.9 A Please confirm the training offered *Tick all that apply*

☐ All new staff are offered induction training

☐ Induction training is offered to members of the governing body

1.9 B Please describe the training offered to staff

Types of training provided

Training planned

Please describe the basis on which training needs are assessed

1.10 Access to professional advice

Curators must have a relevant degree, or a diploma in museum studies (or equivalent), or experience of the principles and practice of museum operation and management. Curatorial Advisers must have a relevant degree, or diploma in museum studies (or equivalent) and recent relevant experience of the principles and practice of museum operation and management.

These are the minimum qualifications and experience required for Accreditation. Other qualifications and experience will be assessed on an individual basis.

1.10 Access to professional advice

1.10 A Please confirm the museum's source of professional advice
Tick the one that applies

☐ The museum employs a curator

> Name of the senior museum professional

> Job title

> Professional qualifications

> Experience of the principles and practice of museum operation and management

Now please answer question 1.11 A, you do not need to answer question 1.11 B

☐ The museum has the services of a Curatorial Adviser

> Please confirm what you are submitting with this application
>
> ☐ A signed and dated minute of the museum's governing body confirming the appointment of the current Adviser
>
> ☐ Not submitting anything – confirmation previously submitted

> Name of the Curatorial Adviser

> Phone number

> Fax number

> email

> Address for correspondence

> Professional qualifications

> Experience of the principles and practice of museum operation and management

Now please answer question 1.11 B, you do not need to answer question 1.11 A

1.11 Professional input to policy development and decision making

A museum professional must have a direct input into both policy development and decision making. You must give details of the formal lines of communication between the museum's governing body and the senior museum professional or Curatorial Adviser.

1.11 Professional input to policy development and decision making

1.11 A Please describe the formal lines of communication between the senior museum professional and the museum's decision-making mechanism – this could be the appropriate committee of the museum's governing body or cabinet member

1.11 B Please describe the formal lines of communication between the Curatorial Adviser and the museum's governing body

☐ Please confirm that the Adviser attends at least one meeting of the governing body a year and visits the museum at least once a year

1.12 Compliance with relevant legal, safety and planning regulations

There are no questions and answers specific to this requirement.

The answers you provide throughout this application, together with the supporting documents you submit (or are available for inspection on request) are taken as evidence for this requirement. The person who signs this form takes responsibility for declaring on behalf of the governing body that the museum complies with all applicable regulations.

See the Declaration section at the end of this form

Thank you for completing Section 1. Now that you have answered all the questions, please make sure that you have provided all the supporting documents described in the checklist on page 6.

Section 2: User Services

Requirements for Accreditation

2.1 Published information on location, opening arrangements and services

2.2 Services and facilities that support access by a broad range of users

2.3 Consultation with users in relation to services provided

2.4 Collections and associated information available to users

2.5 Interpretation of the collections in ways which support users' learning and enjoyment

Additional requirements for non-government-funded museums using 'national' or equivalent words in their name

There is further information in this section, and in Appendix 2 of the Standard, to help you decide if this section applies to you.

2.6 The museum's display policy must reflect the full range of its collections

2.7 The museum must provide professional and authoritative expertise and advice in all its fields to the public and other museums

2.8 The museum must offer visitor facilities of a quality appropriate to a museum purporting to provide a national facility

Throughout this form, there are questions that require supporting evidence. These questions are indicated with the symbol Ⓞ. What you have to submit with your application will depend on your answers to specific questions. These documents will provide evidence that the museum meets the requirements for User Services. If the relevant documents have been previously submitted, you do not have to submit them again.

You can use this checklist as a guide to the evidence required for this section and to help you prepare your application.

Only non-government-funded museums using 'national' or equivalent words in their name are required to submit specific documents for the assessment of User Services. Other museums may choose to send the relevant section of the Forward Plan, Annual Report or other document that relates to consultation with users. If you have a general leaflet please enclose it with your application.

Checklist of supporting documents for User Services

☐ None

OR

Ⓞ Document name

Non-government-funded museums using 'national' or equivalent words in their name only

2.6 Display policy

Ⓞ ☐ Copy of your museum's display policy

Ⓞ ☐ Description of how your museum ensures that users can gain access to the full range of collections

Ⓞ ☐ List of scholarly works your museum has published in the last three years

2.7 Expertise and advice

Ⓞ ☐ Description of how your museum provides specialist advice to other museums

Ⓞ ☐ Description of how your museum's resources, including staffing levels and accommodation, enable the museum to handle enquiries

2.8 Study and research facilities

Ⓞ ☐ Description of the facilities for study and research your museum provides for the public

Notes and guidance*

2.1 Published information on location, opening arrangements and services

There is no minimum requirement for opening times, but the arrangements must be appropriate to the nature and location of the museum. The museum must adhere to its published opening arrangements.

Remote electronic access alone is not sufficient, but it is accepted as an additional means of access where opening arrangements and/or physical access are restricted.

Section 2: User Services

2.1 Published information on location, opening arrangements and services

2.1 A Please confirm the methods you use to publish information on location, opening arrangements and services *Tick all that apply*

☐ Leaflets

☐ Guidebooks

☐ Posters

☐ Website

☐ Other *Please describe*

2.1 B Please confirm that the published information covers **all** of the following

☐ Museum location and how to get there

☐ Details of services and visitor facilities

☐ Opening times and arrangements

☐ Out-of-hours opening and appointment-only arrangements, if the museum has limited opening times

☐ Access arrangements for disabled people

* These notes are intended to help you complete your application form; they do not replace the full statement of requirements set out in the Accreditation Standard.

2.1 C Please describe the museum's usual opening arrangements
Tick the one that applies

☐ Visits are made without appointment and there are no severe restrictions on opening hours

Usual opening hours

Arrangements you offer in addition to the published opening hours, if applicable

Out-of-hours opening

Visits by prior arrangement

☐ Visits are by appointment only or there are severe restrictions on times of visits

Usual opening hours

Arrangements you offer in addition to the published opening hours

Out-of-hours opening

Visits by prior arrangement

Access to the museum is severely restricted for security or legal reasons

Details of restrictions

Why they apply

Alternative services and arrangements so that users have access to the museum's collections

Reason these alternative arrangements are appropriate

for the users

for the collections

2.2 Services and facilities that support access by a broad range of users

Access is about more than physically being able to visit the museum; it is about people of all ages and backgrounds being able to use the collections in a variety of ways.

The museum must have a mechanism for assessing who its users currently are as a preliminary step towards broadening its range of users. It must also consider the barriers to access which may restrict its range of users.

2.2 Services and facilities that support access by a broad range of users

2.2 A Please confirm how you find out who your users are *Tick all that apply*

☐ Visitors' books

☐ Exit surveys

☐ Market research

☐ Other *Please describe*

2.2 B Please describe the methods you use to identify physical and other access issues *Tick all that apply*

☐ Access audits

☐ Checklists

☐ Other *Please describe*

2.2 C Please describe what you are doing to address the access issues identified

2.3 Consultation with users in relation to services provided

Methods of user consultation may be very simple. The museum can use whatever methods are most appropriate to it. These should also fit in with the customer care practices covered in Visitor Care, Requirement 3.3.

2.3 Consultation with users in relation to services provided

2.3 A Please confirm how you consult with users to find out what they think about the range of services provided *Tick all that apply*

☐ Visitors' books *Tick all that apply*

    ☐ For the museum

    ☐ For temporary exhibitions

    ☐ Other *Please describe*

☐ Comment cards *Tick all that apply*

    ☐ For the museum

    ☐ For temporary exhibitions

    ☐ Other *Please describe*

☐ Consultation with Friends' groups. Please confirm how frequently *Tick the one that applies*

    ☐ Continuously

    ☐ Monthly

    ☐ 3 or 4 times a year

    ☐ Twice a year

    ☐ Annually

    ☐ Other *Please specify frequency*

☐ Focus groups and interviews. Please confirm how frequently *Tick the one that applies*

    ☐ Continuously

    ☐ Monthly

    ☐ 3 or 4 times a year

    ☐ Twice a year

    ☐ Annually

    ☐ Other *Please specify frequency*

☐ Other *Please describe*

2.3 B Please describe how you:

analyse feedback

respond to the results

2.4 Collections and associated information available to users

The museum must display items from its own collections, and must provide arrangements for access to stored collections. There are various ways in which a museum may communicate information and knowledge about its collections, and the related services it provides to support this.

2.4 A   Please give a summary of the current collections and subject areas

2.4 B   Please confirm how much of the museum's permanent collections are on display
Tick the one that applies

☐ All or a selection is always on display

☐ All or a selection is on display at least once a year

2.4 C   Please describe how you provide access to material held in store

2.4 D   Please confirm how you make information and knowledge available about collections on display and in store *Tick all that apply*

☐ Promotional events

☐ Printed material

☐ Website

☐ Database search

☐ Research facilities for users

☐ Results of research on collections carried out by staff

☐ Other *Please describe*

2.4 E   Please confirm how you communicate information about the collections on display
Tick all that apply

☐ Labels

☐ Display panels

☐ Audio-visual systems

☐ Printed guides or catalogues

☐ Oral information by staff

☐ Other *Please describe*

2.5 Interpretation of the collections in ways which support users' learning and enjoyment

The museum must provide a range of approaches to interpretation so that people can use the collections for their learning and enjoyment. 'Interpretation' is the way in which museums communicate ideas and information about their collections. 'Learning' includes both formal and informal learning, and 'learners' covers people of all ages.

2.5 Interpretation of the collections in ways which support users' learning and enjoyment

2.5 A   Please confirm what materials and activities you use to engage users, communicate ideas about the collections, and support learning and enjoyment. At least two forms of interpretation must be offered *Tick all that apply*

☐ Lectures

☐ Study packs

☐ Electronic media

☐ Role play

☐ Creative workshops

☐ Guided tours

☐ Interactive activities

☐ Other *Please describe*

Non-government-funded museums using 'national' or equivalent words in their name

Does the museum use 'national' or equivalent in its name?

☐ No
   You do not need to complete the rest of the questions in this section, please read the note at the end of the section and then proceed to Section 3

☐ Yes
   You must provide the additional evidence below as well as meeting all other requirements for Accreditation

2.6 The museum's display policy must reflect the full range of its collections

The range of collections on display must reflect and justify the use of the word 'national'. A museum may have substantial collections but insufficient space to represent all its holdings in permanent displays. You must provide evidence of access to collections held in store, for example, visits by appointment

2.6 The museum's display policy must reflect the full range of its collections

Please confirm what you are submitting with this application

☐ Your museum's display policy

☐ Description of how your museum ensures that users can gain access to the full range of collections

2.7 The museum must provide professional and authoritative expertise and advice in all its fields to the public and other museums

A museum using the term 'national' must recognise its obligation to the museum community as a whole, particularly its role in providing specialist advice to other museums working in the same or similar fields. It must also recognise its obligation to national and international scholarship by providing adequate staffing levels and accommodation to deal with such enquiries and by actively publishing scholarly works.

2.8 The museum must provide study and research facilities for the public

You must provide evidence that these facilities are provided and are used by the public.

Please confirm what you are submitting with this application

☐ Description of how your Museum provides specialist advice to other museums

☐ Description of how your museum's resources, including staffing levels and accommodation, enable the museum to handle enquiries

☐ List of scholarly works your museum has published in the last three years

Please confirm what you are submitting with this application

☐ Description of the facilities for study and research your museum provides for the public

2.8 A Please confirm how many people have used the facilities provided in the last 12 months

[   ]

Thank you for completing Section 2. Now that you have answered all the questions, please make sure that you have provided all the supporting documents described in the checklist on page 18.

REFERENCE ONLY

Not suitable to submit as application

Section 3: Visitor Facilities

Requirements for Accreditation

3.1 A range of accessible public facilities, or information on the location of nearest facilities where these are not available on site

3.2 Orientation and signage arrangements, both internal and external

3.3 Arrangements for visitor care

3.4 Formal arrangements for the maintenance of areas used by visitors

Additional requirements for non-government-funded museums using 'national' or equivalent words in their name

There is further information in this section, and in Appendix 2 of the Standard, to help you decide if this section applies to you.

3.5 The museum must offer visitor facilities of a quality appropriate to a museum purporting to provide a national facility

Throughout this form, there are questions that require supporting evidence. These questions are indicated with the symbol Ɵ. What you have to submit with your application will depend on your answers to specific questions. These documents will provide evidence that the museum meets the requirements for Visitor Facilities. If the relevant documents have been previously submitted, you do not have to submit them again.

You can use this checklist as a guide to the evidence required for this section and to help you prepare your application.

Only museums accredited by the Visit Britain's Visitor Attraction Quality Assurance Scheme are required to submit specific documents for the assessment of Visitor Facilities. Other museums may choose to send the relevant section of the Forward Plan, Annual Report or other document.

Checklist of supporting documents for Visitor Facilities

Ɵ ☐ Copy of the letter accrediting to Visit Britain's Visitor Attraction Quality Assurance Scheme, if applicable

☐ None

OR

Ɵ Document name

Section 3: Visitor Facilities

Please confirm whether the museum is accredited by the Visit Britain's Visitor Attraction Quality Assurance Scheme *Tick the one that applies*

☐ The museum is accredited by the Visit Britain's Visitor Attraction Quality Assurace Scheme
You do not need to complete the rest of this section, please proceed to Section 4

Please confirm what you are submitting with this application

📎 ☐ A copy of the accreditation letter

☐ The museum is not accredited by the Visit Britain's Visitor Attraction Quality Assurace Scheme
Please complete the rest of this section

3.1 A range of accessible public facilities, or information on the location of nearest facilities where these are not available on site

3.1 A Please confirm which facilities are available on site *Tick all that apply*

☐ Toilets

☐ Refreshments

☐ Car parking

☐ Other *Please describe*

```
[                                                    ]
[                                                    ]
[                                                    ]
```

3.1 B For facilities not available on site, please confirm how you tell visitors what is available nearby and how to get there *Tick all that apply*

☐ Leaflet or other written information

☐ Oral information

☐ Other *Please describe*

```
[                                                    ]
[                                                    ]
[                                                    ]
```

Section 3: Visitor Facilities

3.2 Orientation and signage arrangements, both internal and external

3.2 A Please confirm what is available externally to guide visitors to the museum
Tick all that apply

☐ Name plates

☐ Directional signs

☐ Information boards

☐ Site plans

☐ Other *Please describe*

☐ External signage is outside the museum's control

Please describe how you ensure that appropriate information is available

3.2 B Please confirm what is available internally to help visitors with the location and layout of the buildings, collections and facilities *Tick all that apply*

☐ Guidebook or other publication

☐ Directional signs

☐ Floor plans

☐ Information point

☐ Other *Please describe*

☐ Internal signage is outside the museum's control

Please describe how you ensure that appropriate information is available

3.3 Arrangements for visitor care

Museums must have arrangements in place to ensure that their visitors and other users (such as telephone callers) are treated with courtesy and care.

3.3 Arrangements for visitor care

3.3 A Please describe arrangements to ensure that visitors and other users, including telephone callers, are treated with courtesy and care

3.4 Formal arrangements for the maintenance of areas used by visitors

Museums must have arrangements in place for the maintenance of areas used by visitors as well as staff. This requirement applies to the maintenance of premises, not the cleaning of objects in the collection, which is covered in Section 4.

3.4 Formal arrangements for the maintenance of areas used by visitors

3.4 A Please describe arrangements to ensure that areas used by visitors are kept clean and tidy

Non-government-funded museums using 'national' or equivalent words in their name

Does the museum use 'national' or equivalent in its name?

☐ No

You do not need to complete the rest of the questions in this section, please read the note at the end of the section and then proceed to Section 4

☐ Yes

You must provide the additional evidence below as well as meeting all other requirements for Accreditation

3.5 The museum must offer visitor facilities of a quality appropriate to a museum purporting to provide a national facility

You must provide evidence to indicate how the quality of facilities meets the needs of the visitors the museum is aiming to serve.

3.5 The museum must offer visitor facilities of a quality appropriate to a museum purporting to provide a national facility

3.5 A Please list the visitor facilities

3.5 B Please describe how you ensure that the quality of the facilities is appropriate

3.5 C Please describe how you ensure that the facilities are accessible, affordable and appropriate for the needs of the visitors the museum is aiming to serve

Thank you for completing Section 3. Now that you have answered all the questions, please make sure that you have provided all the supporting documents described in the checklist on page 28.

REFERENCE ONLY

Not suitable to submit as application

Section 4: Collections Management

Requirements for Accreditation

4.1 An Acquisition and Disposal Policy, approved by the governing body or under delegated powers

4.2 Maintenance of a Documentation Procedural Manual

4.3 Maintenance of the primary documentation procedures as defined by SPECTRUM

4.4 Creation of a written Documentation Plan, setting out actions, including the timescale, for dealing with any backlog

4.5 Actions to minimise the risk of damage to and deterioration of the collection

4.6 Expert assessment of security arrangements, to be obtained and implementation of recommendations to be underway; review to take place at least every five years

Additional requirements for non-government-funded museums using 'national' or equivalent words in their name

There is further information in this section, and in Appendix 2 of the Standard, to help you decide if this section applies to you.

4.7 The museum must **already** have a substantial collection in relation to its stated objectives

4.8 The policy and practice of the museum must be to collect a range of objects of national scope and importance and associated information in its particular fields

4.9 The museum's collections must be subject to appropriate standards of care

Throughout this form, there are questions that require supporting evidence. These questions are indicated with the symbol ⓞ. What you have to submit with your application will depend on your answers to specific questions. These documents will provide evidence that the museum meets the requirements for Collection Management. If the relevant documents have been previously submitted, you do not have to submit them again.

You can use this checklist as a guide to the evidence required for this section and to help you prepare your application.

Checklist of supporting documents for Collection Management

4.1 Acquisition and Disposal

ⓞ ☐ Acquisition and Disposal Policy

AND

ⓞ ☐ The governing body's formal approval in a committee minute signed and dated by an authorised person

OR

ⓞ ☐ Formal approval under delegated powers in a signed and dated minute

4.2 Documentation Procedural Manual

☐ Documentation Procedural Manual is available for inspection on request

4.3 SPECTRUM Procedures

☐ Documentation records for procedures as defined by SPECTRUM are available for inspection on request

4.4 Documentation Plan

☐ Documentation Plan is available for inspection on request

Non-government-funded useums using 'national' or equivalent words in their name only

4.7 Fully representative collection of national importance

ⓞ ☐ Evidence demonstrating the collection's national importance

4.8 Scope of collection policy

ⓞ ☐ Published catalogue

OR

ⓞ ☐ List of acquisitions in the last 12 months

Notes and guidance*

4.1 An Acquisition and Disposal Policy, approved by the governing body or under delegated powers

Please see Appendix 6 of the Standard for the outline policy. The outline takes into account relevant parts of the Museums Association Code of Ethics (2002) relating to the obligations of museums.

4.2 Maintenance of a Documentation Procedural Manual

The museum must provide information about how it documents its collections. The format of documentation records may differ between museums but must reflect adherence to broad principles. The manual must be reviewed regularly to ensure that it is accurate and up to date.

4.3 Maintenance of the primary documentation procedures as defined by SPECTRUM

SPECTRUM is the nationally accepted standard for museum documentation. The Accreditation standard is drawn from the minimum requirements for the Primary Procedures listed here; all the procedures relevant to your museum must be in place if you are to achieve Accredited status. Please refer to your assessing organisation for advice, and to Appendix 7 of the Standard for more information.

* These notes are intended to help you complete your application form; they do not replace the full statement of requirements set out in the Accreditation Standard.

Section 4: Collections Management

4.1 An Acquisition and Disposal Policy, approved by the governing body or under delegated powers

Please confirm what you are submitting with your application

- [ ] A copy of the policy document

AND

- [ ] The governing body's formal approval in a committee minute signed and dated by an authorised person

OR

- [ ] Formal approval under delegated powers in a signed and dated minute or other written document

4.1 A Name of approving body or authorised individual

Authorised individual's position, if applicable

4.2 Maintenance of a Documentation Procedural Manual

Please confirm that this document is available for inspection on request

- [ ] Up-to-date Documentation Procedural Manaual

4.3 Maintenance of the primary documentation procedures as defined by SPECTRUM

Please confirm that these procedures are available for inspection on request

- [ ] Procedures for maintenance of primary documentation as defined by SPECTRUM

4.3 A Please confirm whether you have procedures in place for each of the following
Tick all that apply

- [ ] Object entry
- [ ] Acquisition: (a) an accession register
- [ ] Acquisition: (b) security copy of the accession register
- [ ] Acquisition: (c) marking and/or labelling objects with accession numbers
- [ ] Location and movement control
- [ ] Cataloguing: (a) provision of appropriate indexing
- [ ] Object exit
- [ ] Loans in
- [ ] Loans out

4.4 Creation of a written Documentation Plan, setting out actions for dealing with any backlog

A backlog exists if the primary procedures described above are not in place and up to date for all items in the permanent collections and on loan. A Documentation Plan will be required, which sets out the scale of the backlogs to be tackled and describes how the primary procedures will be implemented. It must describe how SPECTRUM minimum standards will be met for items to be retained for the permanent collection or retained on loan, and the timescales for completing this work. You can set your own priorities – the requirement is that procedures are in place and there is a planned completion date. You can find information about making an inventory in MDA's Accreditation Support Materials.

4.4 Creation of a written Documentation Plan, setting out actions, including the timescale, for dealing with any backlog

4.4 A   Please confirm the current status *Tick the one that applies*

☐ No documentation backlog
You do not need to answer the rest of this question, please go directly to question 4.5

☐ Backlogs exist and a Documentation Plan has been written
Please answer all parts of this question

> Please confirm that this document is available for inspection on request
> ☐ Documentation Plan

4.4 B   Stage you are at in tackling the backlog *Tick the one that applies*

☐ Stage 1: setting up the procedures as listed in 4.3 A

Please confirm the date when these procedures will be in place

☐ Stage 2: creating an inventory for each item or group of items for which the museum is responsible

Year of completion

☐ Stage 3: comparing inventory record to identify and resolve and discrepancies with existing documentation records

Year of completion

4.4 C   Please confirm for each SPECTRUM primary documentation procedure the stage you have reached for tackling any backlog
Tick all that apply and give dates where appropriate

Procedure	Complete	Incomplete	Not yet set up	Planned year of completion
Object entry	☐		☐	
Acquisition (a) accession register	☐	☐	☐	
Acquisition (b) security copy of the accession register	☐	☐	☐	
Acquisition (c) marking and/or labelling objects with accession numbers	☐	☐	☐	
Location and movement control	☐	☐	☐	
Cataloguing (a) provision of appropriate indexing	☐	☐	☐	
Object exit	☐		☐	
Loans in	☐	☐	☐	
Loans out	☐	☐	☐	

4.5 Actions to minimise the risk of damage to and deterioration of the collection

Museums must meet the minimum standards for collections care as set out below. Please see Section 4 of the Standard for full details of the requirements.

Your answers must cover, but are not necessarily restricted to, the points listed below and on the next page.

Collection condition overview to ensure that awareness of the condition and needs of all items in the collection is maintained
- Programme of visual inspection
- Vulnerable items identified, and appropriate action planned

Environmental monitoring to alert staff to potentially damaging environmental conditions
- Monitoring programme, temperature, light levels, relative humidity
- Data collection and evaluation
- Monitoring equipment adequately maintained

Environmental control to ensure that collections are not at risk of damage from unsuitable environmental conditions
- Adequate protection from harmful environmental conditions
- Environmental conditions appropriately controlled

4.5 Actions to minimise the risk of damage to and deterioration of the collection

4.5 A Please describe how you are meeting basic practice requirements to minimise the risk of damage and deterioration to objects on display and in stored collections

Collection condition overview

Environmental monitoring

Environmental control

Question 4.5 A continues overleaf

Section 4: Collections Management

Provision of suitable building conditions to ensure that the building contributes towards providing appropriate environmental conditions for the different elements of the collection
- Buildings sufficiently robust and well constructed for the purpose of housing collections
- Regular inspections, including buildings not open to the public or during periodic closures
- Programmed maintenance

Provision of suitable building conditions

Housekeeping to reduce the likelihood of pest infection and damage to material from mould or from abrasive or acidic particles, by careful cleaning of collections and the areas in which they are housed
- Regular inspection and cleaning, display areas, stores and storage
- Appropriate techniques, materials and equipment
- All incoming material checked for infestation, damage or mould; remedial action taken as necessary
- Display and storage areas monitored for insects and rodents

Housekeeping

Planned programme to institute improvements in collection care to ensure that necessary improvements are made over time, on the basis of agreed priorities
- Periodic review, collection condition
- Action plans produced and implemented

Planned programme

Professional conservation and collection care advice and services to ensure that the museum has developed informed policies and procedures relating to the preventive and remedial conservation of its collections
- Regular advice from appropriately qualified / experienced person on the approach to collections care
- Remedial conservation carried out by or under the supervision of a conservator

Professional conservation and collection care advice and services

4.6 Expert assessment of security arrangements, to be obtained and implementation of recommendations to be underway; review to take place at least every five years

The museum must obtain appropriate advice from an expert, such as a Crime Prevention Officer or an in-house or external specialist security adviser. Security arrangements for collections housed in stores, offices or off-site must also have received expert assessment. Security arrangements for staff and visitors as well as collections must be considered. The security arrangements must be reviewed at least every five years.

Do not send copies of security reports to your assessor unless specifically required.

4.6 A Please confirm that you have obtained appropriate expert advice *Tick all that apply*

☐ Crime prevention officer

☐ In-house specialist

☐ External specialist

☐ Other *Please describe*

4.6 B Please confirm what the advice covered *Tick all that apply*

☐ Collections on display

☐ Collections in store, offices and off-site

☐ Security of staff and visitors

☐ Buildings/site

4.6 C Please confirm what proportion of the security recommendations you have implemented *Tick the one that applies*

☐ All

☐ More than half

☐ Less than half

☐ None

4.6 D Please confirm the date of the last security review

Non-government-funded museums using 'national' or equivalent words in their name

Does the museum use 'national' or equivalent in its name?

☐ No

You do not need to complete the rest of the questions in this section, please read the note at the end of the section and then proceed to Declaration and Signatures

☐ Yes

You must provide the additional evidence below as well as meeting all other requirements for Accreditation

Section 4: Collections Management

4.7 The museum must already have a substantial collection in relation to its stated objectives

'Substantial collection' means that the collection is a significant and fully representative collection of national importance and international interest. It should directly reflect the existing status of the museum and provide substantial evidence to support its use of the word 'national'.

4.8 The policy and practice of the museum must be to collect a range of objects of national scope and importance and associated information in its particular fields

You must provide evidence of your relevant policy and practices.

4.9 The museum's collections must be subject to appropriate standards of care

You must provide evidence that you have adequate resources to provide appropriate standards of care.

4.7 The museum must already have a substantial collection in relation to its stated objectives

📎 Please confirm what you are submitting with your application

☐ Evidence relating to your collection's national importance and international interest, which supports the use of the word 'national'.

4.8 The policy and practice of the museum must be to collect a range of objects of national scope and importance and associated information in its particular fields

📎 Please confirm what you are submitting with your application

☐ Published catalogue

OR

☐ List of acquisitions in the last 12 months

4.9 The museum's collections must be subject to appropriate standards of care

4.9 A   Please describe the museum's resources and practices for conserving and preserving the collections

Thank you for completing Section 4. Now that you have answered all the questions, please make sure that you have provided all the supporting documents described in the checklist for Collections management.

Who must sign this declaration

Local Authority museums: the senior museum professional, chief executive or officer authorised by the governing body.

National museums and museums constituted as charities: the senior museum professional, chair or secretary of the governing body, or other person authorised by the governing body.

University museums: the senior museum professional, vice-chancellor, registrar, or other person authorised by the governing body.

Before you sign the form

Please ensure that you have read Requirement 1.12:

1.12 Compliance with relevant legal, safety and planning regulations

The museum's governing body is required to undertake that it has ensured and will continue to ensure that all relevant legal, safety and planning requirements are complied with. The evidence for this undertaking will be this signed declaration.

The person who signs this declaration takes responsibility for it on behalf of the governing body.

Curatorial Advisers

If you want to send a report on the museum, please send it with the application documents or send it directly to the assessing organisation.

■ Declaration and Signatures

Declaration

I declare that I have read this form.

I confirm for the governing body that to the best of its knowledge:

• the information submitted in and with this application is correct

• the museum complies and will continue to comply with all relevant legal, safety and planning regulations.

I undertake to

• inform MLA of any significant changes to this information

• comply with any monitoring procedure related to Accreditation within the timescale indicated by MLA. I understand that failure to do so may result in the loss of the museum's accredited status.

Before you sign the form

Please ensure that you have read Requirement 1.12

| Name (block capitals) |
| Position |
| Name of museum service if applicable |
| Signature |

Date

Curatorial Advisers, *where appropriate*

I confirm that I

• have read the information in this form and the supporting documents

• support the museum's application for Accreditation.

| Name of Curatorial Adviser (block capitals) |
| Signature |

Date

Please make sure that you have answered all the questions that apply, and submitted all necessary documents.

Declaration and Signatures

Where to send your completed application

Please post this form and the supporting documents to your assessing organisation. Contact details are in the letter or application pack you received.

What will happen next

The relevant assessing organisation will check that your application is complete and that all associated evidence has been received. It will make a status recommendation and then forward the application to MLA for a decision by an Accreditation Panel.

An Accreditation Panel (comprising members of the Accreditation Committee) is usually held monthly to take decisions on Accreditation applications. Representatives of the relevant assessing organisations are present when applications from their areas are assessed. The Accreditation Panels consider each application and will decide whether a museum attains:

• **Full Accreditation** meaning that the museum satisfies all the Accreditation criteria; or

• **Provisional Accreditation** meaning that the museum is unable to meet all the Accreditation criteria immediately, but has demonstrated a willingness and intention to work towards achieving what is required within an agreed timescale.

REFERENCE ONLY

Not suitable to submit as application

The Museums, Libraries and Archives Council (MLA) is the national development agency working for and on behalf of museums, libraries and archives in England, advising the government on policy and priorities for the sector.

Current news, developments and information are available to view or download from **www.mla.gov.uk**

Copies of this publication can be provided in alternative formats. Please contact MLA publications on 020 7273 1458.