

The Museum Accreditation Scheme

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What's New and Developments

The Museum Accreditation Scheme

- Background and name change
- Content of the scheme and what's new
- Online applications

Background

- 1988** The Museum Registration Scheme was launched with the aim of setting a minimum standard for museums and galleries in the UK (**Phase 1**)
- 1995** The Scheme was revised (**Phase 2**)
- 2001-2004** Full Consultation and Revision of the Registration Scheme
- Revised Registration Scheme now called '**The Museum Accreditation Scheme**' and was launched on **17th November 2004**
- MLA manage the overall scheme, however, SMC administer it in Scotland

Name Change



- The scheme is now called '*The Museum Accreditation Scheme*'
- Museums already registered under Phase 2 will continue to be referred to as 'Registered Museums' until invited to re-apply under the new standard
- The scheme is intended to roll out over 5 years

What's new? (given in red)

Main development is reflected in the revised Aims of the scheme (in red)

*'The overall aim of the Museum Accreditation Scheme is to identify a minimum level of standards **and to encourage improvement via planning**'.*

- To encourage all museums and galleries to achieve agreed minimum standards in museum management, **user services, visitor facilities and collection management**
- To foster confidence in museums as bodies which (a) **hold collections in trust for society** and (b) **manage public resources appropriately**
- To reinforce a shared ethical basis for all bodies which meet the definition of a 'museum'

Eligibility for Accreditation

- Museums must meet the Museums Association definition of a museum 1998
- Non-government funded museums using the term 'national' or equivalent in their title must additionally meet the criteria given
- Certain organisations are considered ineligible (see detail)

Collections stores, offices and other facilities are covered by the eligibility of the related museum site/s. Consideration will be given to awarding separate Accredited status to those which incorporate services and facilities for visitors

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Chapter in the new standard

- Governance and Museum Management
- User Services
- Visitor Facilities
- Collections Management

Changes from Phase 2

*Registration
PHASE 2
Requirements*



**ACCREDITATION
STANDARD
Requirements**

(new elements highlighted in red)

1. Governance and Museum Management (1)

- *An acceptable constitution*
- *Formal arrangements to manage the collection*
- *Statement of Purpose and Key Aims*



- Acceptable constitution for the governing body
- Proper Management Arrangements
- Forward plan, including statement of purpose, key aims, specific objectives and spending plan

1. Governance and Museum Management (2)

- *Professional input to policy development and operational management*
- *Adequate staff to fulfil the museum's responsibilities*
- *Access to museum professional curatorial advice*
- *Access to professional conservation advice*



- Professional input into policy development and decision making
- Staff appropriate in numbers to fulfil the museum's responsibilities
- Access to professional advice
- **Staff employment and management procedures**

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1. Governance and Museum Management (3)

- *Evidence collections secured long-term for the public benefit*
- *Budgets/Accounts for the previous 2 years*
- *Planned approach to budgeting*
- *Long-term security of museum buildings*
- *Formal approvals of documentary evidence*
- *Compliance with legal, safety and planning requirements*



- Satisfactory arrangements regarding the ownership of the collections
- Sound financial basis
(+ spending plan in Forward Plan)
- Secure arrangements for occupancy of premises
- Compliance with legal, safety and planning requirements
- **Emergency Planning**

2. User Services

- *Appropriate opening hours and access arrangements*
- *Appropriate range of public services*
- *Appropriate range of visitor facilities*



- **Published** information on location, opening arrangements and services
- Services and facilities which **support access by a broad range of users**
- **Consultation** with users in relation to services provided
- Collections and associated information available to users
- **Interpretation** of the collections in ways which support users' learning and enjoyment

3. Visitor Facilities

- *Appropriate opening hours and access arrangements*
- *Appropriate range of public services*
- *Appropriate range of visitor facilities*



- **A range of accessible public facilities**, or information on the location of the nearest facilities where these are not available on site
- **Orientation and signage** arrangements, both internal and external
- Arrangements for **visitor care**
- **Formal arrangements for the maintenance of areas used by visitors**

4. Collections Management(1)

- *Description of the museum's collection including significant loans*
- *ADP with Registration required clauses*
- *Maintenance of 'basic' documentation records*
- *Planned programme to eliminate backlogs within a stated timescale*



- An ADP, approved by the governing body or under delegated powers
- **Maintenance** of a Documentation Procedural Manual
- Maintenance of '**primary**' documentation procedures as defined by SPECTRUM
- Creation of a **written Documentation Plan**, setting out actions, including the **timescale**, for dealing with any backlog

4. Collections Management (2)

- *Evidence that reasonable steps are being taken to preserve the collection*
- *Evidence that reasonable steps are being taken to ensure the security of the collection*



- **Actions** to minimise the risk of damage to and deterioration of the collection *(7 activities specified)*
- **Expert assessment** of security arrangements, to be obtained and implementation of recommendations to be underway; review to take place at least every five years.

Collections Care

You will be asked to describe how you are meeting basic practice requirements to minimise the risk of damage and deterioration to objects on display and in stored collections for the following:

- Collection Condition Overview
- Environmental Monitoring
- Environmental Control
- Provision of suitable building conditions
- Housekeeping
- Planned programme to institute improvements in Collections Care
- Use of professional conservation and collection care advice services

‘Caring for objects and whole collections can be a complex and daunting task, but progress can be made on a day-to-day basis.’

(Accreditation Guidelines, MLA)



Online applications

Online applications

- Application will have
 - tick boxes
 - drop down selection menus
 - free text answer boxes
 - areas where evidence (ie plans etc) will need to be attached
- Paper based version of the form will be available but online applications encouraged overall

Online version sample



Museum Accreditation Scheme

Required before final submit

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Section 2: User Services (3)

2.6 - 2.9: Additional section for museums using "national" and equivalent words in their names

2.6 Please tick this box if the museum uses "national" or equivalent in its name



if you did not tick the box above you do not need to complete sections 2.7, 2.8 or 2.9

(Please proceed to 2.10 at the bottom of this page)

Upload advice

The following section of the application form invites you to indicate how you intend to submit certain documentation supporting your application to us. Two options are available, uploading electronic files from your computer to ours, or, posting paper files to us.

It is our preference that documents are uploaded rather than posted. The uploading process is straightforward and can be carried out on the final page of the application form.

Notes and Guidance: 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.

arrangements and services.

Indicate all that apply

Leaflets

Guidebooks

Posters

Website

Other

If you have selected "Other" in the list above then please describe what other methods you use to publish this information

We publish information about our services on banners outside the museum.

2.1.2 Please confirm which of the following areas the published information covers

Indicate all that apply

Opening times and arrangements

Out of hours opening and appointment only arrangements

Access arrangements for people with disabilities

<None>

Museum location and how to get there

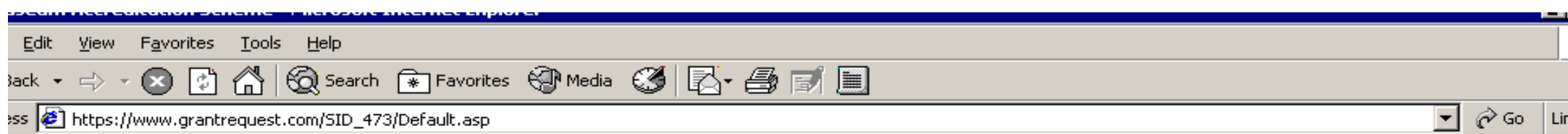
Details of services and visitor facilities

Opening times and arrangements

Out of hours opening and appointment only arrangements

Access arrangements for people with disabilities

* 2.1.3 Please choose the statement which best describes the museum's usual opening arrangements



- * 2.4.1 Using the space below please give a summary of the current collections and subject areas

The museum holds one of the finest glass collection in the country dating from the 4th Century up to the late 20th Century.

- * 2.4.2 Using the drop-down list below, please confirm how much of the museum's permanent collections are on display
Select the one that applies

All or a selection is always on display

2.4.3. Using the space below, please describe how users can gain access to stored collections

Stored collections arer accessed through prior appointment. Appointments are made by

2.4.4 Please use the drop down lists below to confirm how you make knowledge and information available about collections on display and in store
Select all that apply

<None>
<None>
Website
Database search
Research facilities for users
Results of research on collections carried out by staff
Other

Lectures

Study packs

Electronic media

Guided tours

Role play

Creative workshops

Interactive activities

Other

If you selected "Other" from the list above, please use the space below to tell us what methods (other than those listed) the museum uses engage with users, communicate ideas about the collections, and support learning and enjoyment.

Once a year the museums organises an...

To proceed to the next section of the application form please click "next" below, to save the work you have done so far and to finish the form later click "Save & Finish Later"

Save & Finish Later

Next

Paper version





The Accreditation Scheme for Museums in the United Kingdom

Application form

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

To qualify, museums must meet clear basic requirements on how they care for and display 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 museum services. It supports museum managers and governing bodies in planning and developing their services, and it provides a benchmark for good-making organisations, sponsors and donors.

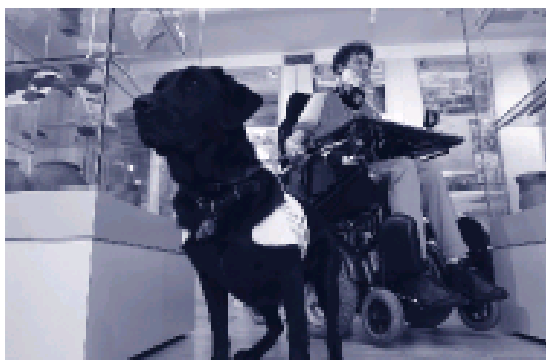
PAPER VERSION

Accreditation Application form

- Hard copy only
- No *Word* version
- Preference for applications to be submitted online and this format only for museums without internet access

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Section 3: Visitor Facilities

Requirements for Accreditation

3.1 A range of accessible public facilities, or information on the location of external 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 3 of the Standards, 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 . What you have to submit with your application will depend on your answers to specific questions. These documents will provide evidence that fulfills our needs. The requirements for Water Grid are: If the relevant documents have been previously submitted, guide software to claim 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 have the 302 pulled by the VIN
and/or engine #. Also, the VIN only
appears on the title, so you may
possibly locate the car by the VIN.
On the other hand, you may find
the car by the VIN, but not the
engine #.

Checklist of supporting documents for Visitor Facilities

-  Copy of the letter according to Post Office's Postal Allocation Quality Assurance Scheme, if applicable

- 11

10/10/2010

Document name: _____

Notes and guidance^a


Section 3: Visitor Facilities

Please confirm whether the museum is accredited by the VisitBritain's Visitor Attraction Quality Assurance Scheme. Tick the appropriate box:

- ☐ This measure is accredited by the Visit Britain's Visit Attraction Quality Assurance Scheme
see www.visitbritain.co.uk/attractions for more information on the scheme, please go to section 4

Please consider what you are submitting with this application.

8. some of the respondents letter

-  The museum is not accredited by the Visit Britain's Visitor Attraction Quality Assurance Scheme. www.visitbritain.org has not accredited this attraction.

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

Museums can provide a range of accessible public facilities or information about where they can be found locally. This could be a leaflet produced by the local authority, the museum, themselves, or otherwise generally. Museums may wish to make clear that any information on the location of such facilities does not constitute a formal recommendation.

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 the Tidal Flat study:

- ☐ Teleostei

3.1.2. For facilities not available on site, please confirm how you tell students what is a reliable nearby and how to get there. Tick all that apply.

- ☐ Leaflet another criteria information
- ☐ Oral information
- ☐ Other, specify: _____

100

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



Online passwords etc...

- Museums provided with a password on invitation
- Can then save each entry with an individual password
- During save process can return to application as many times as required
- At end of process fill out the final submission info and application is formally submitted
- Application cannot be changed by museum once formally submitted
- SMC provided with password to assess applications
- Database containing the information shared by MLA and SMC