

ARE YOU READY FOR ACCREDITATION?

Forty Questions To Help You Prepare For Your Application

This checklist of questions is designed to help you assess your organisation against the Accreditation Standard. By completing the form you will be able to discover what areas of work need to be dealt with prior to your application, and start working on them. It is intended to give you a clear overview of your situation and identify your training needs.

It should take only 20 minutes to fill it in but it will help you speed up the process of your application. It will guide you to identify any potential difficulties that may arise. It gives information on what action you should take depending on your answer. Be aware that these notes are intended to help, however they are just a general guide. If you need more information please contact us. We hope that the completion of this form will help you plan your Accreditation application so that the process is as easy as possible. So please start working through this checklist NOW.

In no circumstance this form replaces the application form nor the full statements and requirements set out in the Accreditation Standard.

If you require any support or advice on The Accreditation Scheme for Museums in the United Kingdom then please contact MLA North West's Development Officer (Standards), Paul Fraser Webb

E: paulfraser.webb@mlanorthwest.org.uk

T: 01925 625054

M: 07738 311962

The Accreditation Standard itself can be downloaded at:

http://www.mla.gov.uk/resources/assets//A/accreditation_standard_pdf_5640.pdf

and a sample application form can be found at:

http://www.mla.gov.uk/resources/assets//A/accreditation_sample_form_pdf_5641.pdf

The suite of Accreditation Documents can be found on the MLA Council Website via:

[http://www.mla.gov.uk/webdav/harmonise?Page/@id=73&Document/@id=19066&Section\[@stateld_eq_left_hand_root\]/@id=4332](http://www.mla.gov.uk/webdav/harmonise?Page/@id=73&Document/@id=19066&Section[@stateld_eq_left_hand_root]/@id=4332)

and further information can be found at the MLA North West Accreditation web pages:

<http://www.mlanorthwest.org.uk/ourwork/standards/index.asp?id=283,300,11,300>

1. Governance and Museum Management			
Section	Question	Yes	No
1.1	<p>Does your museum have an acceptable constitution?</p> <ul style="list-style-type: none"> If you are a new organisation to the scheme submit your most recent constitution. <p>Has your museum's constitution been altered since you last applied for Registration?</p> <ul style="list-style-type: none"> If Yes, please submit your most recent copy of the constitution. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.2	<p>Can you provide evidence as to which body or individual has powers to approve policy (eg minute or part of the constitution describing the procedures for approving policy)?</p> <ul style="list-style-type: none"> If Yes, submit them with your application. If No, you need to revise your managing arrangements to include who has authority to approve the policy documents and formalise this arrangement 	<input type="checkbox"/>	<input type="checkbox"/>
1.3	<p>Does the museum manage collections owned by others?</p> <ul style="list-style-type: none"> If Yes, ensure a copy of any written agreement is sent with your application. <p>Do you know what percentage of the collection held by the museum is on loan from other organisations or individuals?</p> <ul style="list-style-type: none"> If you do not know please check now and be prepared to provide this information with your application. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.4	<p>Do you have written occupancy terms?</p> <ul style="list-style-type: none"> If No, occupation must be secured before application <p>Does your lease or tenancy agreement expire within 12 months?</p> <ul style="list-style-type: none"> If Yes, you need to provide information in your application about your future plans. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.5	<p>Are the museum's collections used as security or collateral for a loan or other such purpose?</p> <ul style="list-style-type: none"> If Yes, arrangements should be made to remove any such charge previous to your application. <p>Does the museum have audited accounts available for the past two years?</p> <ul style="list-style-type: none"> If Yes, you will need to submit them with your application. If No, contact MLA North West to discuss your situation. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Section	Question	Yes	No
1.6	<p>Does your museum have a forward plan?</p> <p>Does it include all of the following:</p> <ul style="list-style-type: none"> a) statement of purpose? b) key aims relating to the museum? c) specific objectives for the museum, to be achieved within the current planning cycle? d) spending plan? <ul style="list-style-type: none"> • If Yes, submit it with your application. • If No, you need to develop one to include with your application. 	<input type="checkbox"/>	<input type="checkbox"/>
1.7	<p>Does the museum have an emergency plan (or disaster plan)?</p> <p>Does it include all of the following:</p> <ul style="list-style-type: none"> a) arrangements for staff and visitors? b) arrangements for collections and buildings? c) risk assessments of threats such as fire, water, theft and vandalism or other disasters? d) procedures to be followed by staff on discovery of an emergency? <ul style="list-style-type: none"> • If No, you need to prepare an emergency plan and have it ready for inspection. 	<input type="checkbox"/>	<input type="checkbox"/>
1.8	<p>Have there been changes in the level of staffing (paid and volunteer)?</p> <ul style="list-style-type: none"> • If Yes you will need to explain the effect of such changes on the museum's programmes 	<input type="checkbox"/>	<input type="checkbox"/>
1.9	<p>Does the museum have Investors in People status (this is optional)</p> <ul style="list-style-type: none"> • If Yes, submit a copy of the award letter. <p>Do you offer induction training to all new staff and members of the governing body?</p> <ul style="list-style-type: none"> • If No, you will need to draw up and implement an induction training program. <p>Do you offer training to staff?</p> <ul style="list-style-type: none"> • If No, you will need to assess the training needs of your staff and start planning for their training. 	<input type="checkbox"/>	<input type="checkbox"/>
1.10	<p>Does your museum employ a person trained and qualified as a museum curator and/or a Curatorial Adviser?</p> <ul style="list-style-type: none"> • If No, you should take steps to secure such professional advice. • (If Yes,) submit a copy of a signed and dated minute confirming the appointment of the Curatorial Adviser. 	<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Yes	No
2.4	<p>Does the museum display items from the museum's collection at least annually?</p> <ul style="list-style-type: none"> • If Yes, then you will need to give a brief description of the current collections and subject areas on display and also how you provide information about them (eg labels, display panels, oral information by staff etc) in your application. • If No, you must make arrangements to display items from the museum's collection and provide information about them. <p>Are the stored collections accessible to the public?</p> <ul style="list-style-type: none"> • If Yes, you will need to describe how in your application. • If No, you will need to take measures to provide access to material held in storage, and describe how in your application 	<input type="checkbox"/>	<input type="checkbox"/>
2.5	<p>Does the museum have at least two methods of interpreting the collection on display (eg. Lectures, study packs, guided tours, interactive activities, role play etc)?</p> <ul style="list-style-type: none"> • If No, then you must provide a range of approaches to interpretation before your application. 	<input type="checkbox"/>	<input type="checkbox"/>
3. Visitor Facilities			
Section	Question	Yes	No
<u>Optional</u>	<p>Is the museum accredited by the Visit Britain's Visitor Attraction Quality Assurance Scheme?</p> <ul style="list-style-type: none"> • If Yes, submit a copy of the accreditation letter with the application. You <u>do not</u> need to fill in Section 3 on the form. • If No, will need to complete Section 3 of the application. 	<input type="checkbox"/>	<input type="checkbox"/>
3.1	<p>Does the museum offer a range of accessible public facilities (eg toilets, parking refreshments etc)?</p> <ul style="list-style-type: none"> • If No, you will need to describe how you inform you visitors what is available nearby and how to get there. 	<input type="checkbox"/>	<input type="checkbox"/>
3.2	<p>Are there external signs to guide visitors to the museum (eg name plates, information boards, directional signs etc)?</p> <ul style="list-style-type: none"> • If the external signage is outside the museum's control you will need to describe how the appropriate information is available. <p>Do you provide information about the internal layout of the buildings, collections and facilities (eg floor plans, direction signs etc)?</p> <ul style="list-style-type: none"> • If the internal signage is outside the museum's control you will need to describe how the appropriate information is available. 	<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Yes	No
4.4	<p>Does the museum have a written documentation plan that sets the scales of the backlog and describes how the Primary Procedures will be implemented, the Spectrum minimum standards will be met and the timescales for this work?</p> <ul style="list-style-type: none"> If No, you will need to prepare one to assist tackling the backlogs in documentation. 	<input type="checkbox"/>	<input type="checkbox"/>
4.5	<p>Does the museum have in place the following basic practice requirements to minimise the risk of damage?</p> <p>a) Collection condition overview</p> <p>b) Environmental monitoring</p> <p>c) Environmental control</p> <p>d) Provision of suitable building conditions</p> <p>e) Housekeeping</p> <p>f) Planned programme to institute improvements in collection care</p> <p>g) Conservation and collection care advice and services</p> <ul style="list-style-type: none"> If Yes you will need to describe how you are meeting these basic practice requirements. If No, you will need to provide evidence of the steps you are taking to implement these basic practice requirements. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.6	<p>Have you had an advisory visit in respect of fire and security from an expert (eg crime prevention officer, in-house specialist, etc) in the last five years?</p> <ul style="list-style-type: none"> If No, you must get specialist advice before your application. 	<input type="checkbox"/>	<input type="checkbox"/>

Acknowledgements

This guide has been adapted from an original work by Katerina Kremmida, Accreditation Advisor for the West Midlands region.