

# THE ACCREDITATION SCHEME FOR MUSEUMS IN THE UK

## MUSEUM ACCREDITATION BIENNIAL RETURN 2009

### Notes for Curatorial Advisers

A Return form has been sent to those museums required to complete a form in 2009. These are all museums achieving an award from 9<sup>th</sup> February 2005 until 22<sup>nd</sup> November 2007. Our records show that you act as a Curatorial Adviser for the Museum indicated in the attached documentation.

Curatorial Advisers are asked to complete the relevant sections of the Return, including a short report. The Return is an important point of contact between the museum and MLA Council, CyMAL, Museums Galleries Scotland or Northern Ireland Museums Council. The Curatorial Adviser's report should be as informative as possible so that the assessing organisation has a true picture of the issues facing that museum in relation to Accreditation.

Curatorial Advisers can approach the relevant assessing organisation in confidence if they would like to discuss an issue informally.

### Museums Self Assessment

Museums have been requested to report any significant change in the following areas:

- 1.1 Constitution or governing arrangements
- 1.2 Reorganisation or alteration of management arrangements
- 1.4 Tenure of premises
- 1.6 Statement of Purpose and Key aims
- 1.8 Staffing arrangements
- 1.10 Curatorial Adviser
- 2.0 User Services (including temporary closure)
- 3.0 Visitor Facilities (including temporary closure)
- 4.1 Acquisition and Disposal Policy
- 4.4 Documentation plan or backlogs
- 4.5 Care of collections
- 5.0 Other

Museums have also been asked to provide final audited / approved accounts or validated expenditure for the period of the return, and information regarding their Forward Planning activity.

## Content of the Curatorial Advisers report

1. Advisers must be able to fulfil this important element of their responsibilities; if this is not the case they should carefully review their ability to carry out the role.
2. The Adviser's report must include information under the following headings:
  - **Contact with Advised Museums** – provide a brief account of your contact with the museum over the past year, including number of visits/meetings attended.
  - **Receipt of information** – provide confirmation that you have received all minutes and papers for meetings of the museum's governing body.
  - **Improvement Activity** – provide comments on any Required Actions or Areas for Improvement requested by the Accreditation Panel.
  - **Advisers Comments** – provide a brief report of activity at the museum, indicating if, in your opinion, the museum still meets or is adequately working towards meeting, the Standard.
3. MLA recommends that you speak with the museum you advise to discuss any issues or specific points that may be relevant before you complete your report and sign the Return.
4. Further information on how the Biennial Return for 2009 will operate is given on the sheet 'Notes for Museums' available on the MLA website.

[http://www.mla.gov.uk/what/raising\\_standards/accreditation/Retaining\\_your\\_award](http://www.mla.gov.uk/what/raising_standards/accreditation/Retaining_your_award)

**Once the return, including your signature and report, has been prepared you should either sent it directly MLA Council by 30<sup>th</sup> September 2009, or send it back to the museum in good time for posting to MLA Council.**

The role of a Curatorial Adviser including the submission of a report is explained in more detail in the Curatorial Advisers' Information Pack. You should already have this document, but if not, it is available as a download in the Accreditation area of the MLA website: [www.mla.gov.uk](http://www.mla.gov.uk).