

THE ACCREDITATION SCHEME FOR MUSEUMS IN THE UK

MUSEUM ACCREDITATION BIENNIAL RETURN 2009

Notes for Museums

Please read these notes before completing the form.

This Return should cover the period 2007-2009.

Purpose of the Return

- **Museums with Full Accreditation** will demonstrate that they continue to meet the criteria for Full Accreditation and are addressing any outstanding Areas for Improvement.
- **Museums with Provisional Accreditation** will demonstrate that they are actively addressing their Required Actions and working towards gaining Full Accreditation.

One form will be sent to each museum in the Accreditation scheme, identified on the first page where the name, RD number and status of the museum is given.

A blank version of the form is available on the MLA website at (please note underscores):

http://www.mla.gov.uk/what/raising_standards/accreditation/Retaining_your_award.

Museums in the following categories will **NOT** need to complete Biennial Returns:

- Those awarded Full or Provisional Accreditation from 21st February 2008
- Those who have applied for Accreditation since January 2008
- Those who have been invited to apply for Accreditation since January 2008
- Those who have been, or will be invited to apply for Accreditation in 2009

All others must send a completed biennial return form to MLA Council by 30th September 2009 using the enclosed pre-paid envelope.

Please note that the envelope is only paid to 100g; be sure to use additional stamps if necessary.

Should you have any queries, further information is available on the MLA website, or you can contact Sarah Waldron at sarah.waldron@mla.gov.uk; 0121 345 7315.

Section 1 - Self Assessment

Museums should indicate where any areas of significant change have occurred since their initial application for Accreditation. Information should be provided detailing this change, and how it remains compliant with the Accreditation Standard.

Section 2 - Reporting progress

Before completing this section please check the most recent letter you have received which mentions any Areas for Improvement requested by the Accreditation Panel. Please provide details of your any progress towards meeting identified Required Actions or Areas for Improvement. This should include any requests for extension, providing full reasons for the request.

Section 3 - Financial Information

Please send the most recent budget or set of accounts you have to hand. There is no need to delay completing the Return while a new set of accounts is being prepared.

Section 4 - Forward Planning (Page 10 of the Accreditation Standard)

It is expected that museums will have in place their own systems of reporting regularly to their governing body or managing committee on their achievements. Such reports are likely to be on an annual basis and to cover progress towards reaching their objectives identified in their Forward Plans. Copies of these reports should form part of the biennial return.

It should not be necessary for a report to be prepared especially for Accreditation purposes.

If a museum is unsure whether or not its reporting system will satisfy this requirement, it should contact its regional adviser for advice.

Section 5 - Declaration

This should be signed by the appropriate senior person at your organisation, e.g. Chair of the Trustees, Museum Manager, Curator etc.

Section 6 – Museums with Curatorial Adviser

If your museum has a Curatorial Adviser, please complete Sections 1-5 and pass the form, any supporting documentation and pre-paid envelope to the Adviser as quickly as possible so that Section 6 can be completed.