

# THE ACCREDITATION SCHEME FOR MUSEUMS IN THE UK

## BIENNIAL ACCREDITATION RETURN FORM 2007-2009<sup>1</sup>

### Purpose

**Museums with Full Accreditation** are required to demonstrate that they continue to meet the agreed standards and are addressing any outstanding Areas for Improvement.

**Museums with Provisional Accreditation** are required to demonstrate that they are resolving Required Actions by their set completion dates, and are actively working towards gaining Full Accreditation.

**Curatorial Advisers** are required to demonstrate their continued involvement with the museums they advise.

Name of Museum                    **[INSERT NAME]**

Registered Number                **[0000]**

Region                                **[INSERT REGION – ENGLISH AREAS/W/S/NI]**

Scheme Status                      **[INSERT AWARD LEVEL]**

**Completion of this Return is compulsory for participants in the Museum Accreditation Scheme, failure to return a form will result in consideration for removal from the list of Accredited Museums.**

Should you anticipate a problem with providing the requested information by the due date, you should contact your Regional Accreditation Adviser in England, Standards Adviser in Wales, Standards Manager in Scotland or Development Officer in Northern Ireland, before the due date and request an extension.

Please complete this Return form and send it, with any additional supporting documents to MLA Council using the enclosed pre-paid envelope by **30<sup>th</sup> September 2009**.<sup>2</sup>

If your museum has a Curatorial Adviser, please contact them as soon as possible to discuss the completion of this form.

Please complete the form in block capitals.

<sup>1</sup> Please refer to attached letter for further information regarding who should complete this form.

<sup>2</sup> For museums in Wales, Scotland and Northern Ireland, completed returns will be collated at MLA Council for distribution to the appropriating reviewing organisation (CyMAL, MGS or NIMC)

## INFORMATION REQUESTED

### 1. Self assessment

Please indicate by ticking the boxes below any areas of significant change at your museum during the period indicated above, or since your application for Accredited Status. Any additional supporting documentation should be clearly marked with the number of the requirement that it applies to.

- 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
- Other

Where significant change has been identified, please provide details and supporting documentation as evidence for your museums continuing compliance with the Accreditation Standard.

### 2. Reporting progress towards Required Actions and/or Areas for Improvement

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.

Relevant Areas for Improvement or Required Actions requested by the Accreditation Panel can be found on your original award letter. If you require further information, please contact Sarah Waldron, on 0121 345 7315 or [accreditation@mla.gov.uk](mailto:accreditation@mla.gov.uk).

### 3. Financial information

Please tick the relevant box to confirm that you are enclosing budget/accounts

Local authority and University museums

- A signed copy of the most recent annual budget

Museums constituted as charities and National museums

- A signed copy of the most recent annual accounts

**4. Forward Plan review (see page 10 of the Accreditation Standard 'blue book')**

Maintaining an effective forward plan for use as a central planning tool is the key requirement for Accredited Museums (1.6 Forward Plan, including statement of purpose, key aims, specific objectives and spending plan). Your plan should be reviewed on a regular basis and updated to reflect your successes, as well as any activities that may have been delayed or superseded. Any review should produce a formal report.

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

Please tick the relevant box to confirm that you are enclosing:

- Activity reports against planned action within your forward plan for the period covered by this Return<sup>3</sup>
- An updated forward plan for the next period
- Signed and dated approval of the new forward plan<sup>4</sup>

**5. Declaration**

*(to be signed by a person authorised by the museum's governing body)*

I confirm that the information provided is correct to the best of my knowledge

Signed..... (on behalf of the museum)

Full name.....

Date.....

Position.....

*Address for correspondence if different from that of the museum*

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<sup>3</sup> Forward Plan reviews should be completed as a normal part of effective planning by all organisations. Charities and National Museums should submit annual reports, which will usually also include financial accounts. Local Authority and University Museums should submit copies of their end of year reports to their governing body.

<sup>4</sup> A signed and dated minute of your governing body, or approval from an individual with delegated authority (information on delegation be submitted, or have already been submitted)

**6. Museums with Curatorial Advisers**

Once the sections above have been completed, please send this form, along with any supporting document and the enclosed pre-paid envelope to your Curatorial Adviser well before the **30<sup>th</sup> September** deadline for return submissions to MLA.

We recommend that you take a copy of this form for your records before it is sent to the Adviser.

**6a. Curatorial Advisers**

Your Curatorial Advisers is required to sign this Return and provide a brief report to accompany it. The report is to cover your contact with the museum during the period 2007-2009, confirming if it is your opinion that the museum satisfies or is working towards satisfying Accreditation requirements and commenting on any specific outstanding activities.

**Please return this form and accompanying documents in the pre-paid envelope provided by 30<sup>th</sup> September 2009.**

**6b. DECLARATION BY THE CURATORIAL ADVISER**

I have seen the attached information and am satisfied that this museum continues to meet the Accreditation Standard. I enclose my report.

Signed..... (Curatorial Adviser)

Full name.....

Date.....

Position (if applicable).....

*Address for correspondence*

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***Thank you for your assistance***