

SCOTTISH
MUSEUMS
COUNCIL

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THE MUSEUM ACCREDITATION SCHEME

Administered on behalf of MLA
the Museums, Libraries and Archives Council by
Scottish Museums Council

14 December 2007

E-mail: victoriaw@scottishmuseums.org.uk

Direct line: 0131 550 4124

Dear Alasdair

- a. FALCONER MUSEUM RD1403
- b. TOMINTOUL MUSEUM RD1406

APPLICATION FOR MUSEUM ACCREDITATION

Thank you for submitting an application for Museum Accreditation. I am writing to inform you that your application was considered by an Accreditation Panel appointed by the Museums, Libraries and Archives Council (MLA) on 22 November 2007. The Panel agreed to award the status of :

PROVISIONAL ACCREDITATION

In awarding Provisional Accreditation the panel recognises that the museum is aspiring to good practice but that there are still some outstanding action points to be achieved before Full Accreditation can be awarded. SMC can provide a range of direct advice, or refer you to other bodies that may be able to help you to achieve the Accreditation standard.

The areas that still require work (known as *Required Actions*) are detailed in an attachment to this letter. Provisional status has been awarded for 12 months in the first instance. The panel have requested that you contact SMC with details of your completed *Required Actions* by **14 December 2008**, at which date your Accreditation status will be reviewed.

If you make substantial progress before then, or if there are any significant organisational changes at Moray Council that might affect your Accreditation status, then please let me know.



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In the meantime, if you have any queries about the content of this letter please get in touch with me on 0131 550 4124 or e-mail victoriaw@scottishmuseums.org.uk

Yours sincerely,



Victoria Whitcomb
Standards Manager

cc MLA

MLA Accreditation Scheme

Required Actions for Moray Council

- a. FALCONER MUSEUM RD1403
- b. TOMINTOUL MUSEUM RD1406

Accreditation panel meeting 22 November 2007
Decision letter 14 December 2007

Period of award 12 months
Deadline date 14 December 2008

The museums listed above have been awarded Provisional Accreditation for a period of 12 months. To achieve Full Accreditation you will need to complete the following *Required Action (RA)*

The requirement is listed below using the Accreditation scheme question number and title for ease of reference.

a. FALCONER MUSEUM RD1403

Following the planned re-opening in November 2007, confirmation of museum re-opening should be provided together with updated information regarding all implemented practices and procedures, as shown below:

SECTION 1: GOVERNANCE AND MUSEUM MANAGEMENT

- 1.7 Emergency planning (updated plan)
- 1.8 Staff appropriate in numbers and experience

SECTION 2: USER SERVICES

- 2.1 Published information on location, opening arrangements and services
- 2.2 Services and facilities that support access by broad range of users
- 2.3 Consultation with users in relation to services provided
- 2.4 Collections and associated information available to users
- 2.5 Interpretation of collection to support users learning and enjoyment

SECTION 3: VISITOR FACILITIES

- 3.1 A range of accessible public facilities or information on location of nearest facilities where they 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 maintenance of areas used by visitors

SECTION 4: COLLECTIONS MANAGEMENT

- 4.5 Minimising risk of damage to and deterioration of collection
- 4.6 Implementation of security recommendations

The relevant parts of the application form should be revisited in order to provide the new information as it relates to the refurbished building. Information should be submitted by letter using the headings as shown.

b. TOMINTOUL MUSEUM RD1406

SECTION 4: COLLECTIONS MANAGEMENT

4.6 Expert assessment of security arrangements obtained, implementation of recommendations and review at least every 5 years

Progress with plans to install intruder and fire alarms in Museum

Service wide

SECTION 4: COLLECTIONS MANAGEMENT

4.1 Acquisition and Disposal Policy approved by governing body or under delegated powers

Revise the Acquisition and Disposal Policy based on the SMC model template. You will also need to submit evidence that the revised policy has been adopted by the governing body.

4.5 Minimising risk of damage to and deterioration of collection

Develop and provide evidence of a planned programme of specific collections care work.

4.6 Expert assessment of security arrangements obtained, implementation of recommendations and review at least every 5 years

Obtain a review of security arrangements and implement recommendations for museum store