

making good museum practice a priority

Clear vision, policy and procedures

Margôt Jolly

making good museum practice a priority

- **What** is a museum & what is good museum practice?
- **When** should we start?
- **Why** bother?
- **How** do we start?

making good museum practice a priority

What is a museum

The **museum** is a **non-profit**, permanent institution in the **service of society** & its development, **open to the public**,

which **acquires, conserves, researches, communicates & exhibits** the tangible and intangible **heritage** of humanity & its environment for the purposes of **education, study & enjoyment.**

International Council of Museums, 2007

making good museum practice a priority

First

- **What** is a good Museum? and **What** is your museum?

Knowing who and what kind of museum you are passionate about is really important.

We need a place to start and knowing the kind of organisation you are and want to be in the future is pivotal to good management.

making good museum practice a priority

So,

What is good museum practice?

Good practice comes from a museum organisation that has a clear vision of who they are and where they are going.

One that has the documentation to prove it – that means

IN WRITING

Bare minimum is

A Collection Policy and a Strategic Plan

making good museum practice a priority

Any organisation worth its salt knows -

- What it is
- Has a clear vision and mission
- Good policies and procedures

making good museum practice a priority

When should we start?

Now is a good answer...

... and don't stop

Review all your policies and procedures every few years

- As a good reminder of why everyone is there and how you are all tracking
- To make sure that policies have kept up with museum best practice

making good museum practice a priority

Why bother?

Ethical reasons

Remember in the definition for a museum there is specific mention about a museums relationship with its community?

The **museum** is a **non-profit**, permanent institution in the **service of society** & its development, **open to the public....**

making good museum practice a priority

Communicating to others that your museum has good museum practice

A museum with good museum practice will secure grants if it can show it is sustainable and has good governance in place -

- A Strategic Plan
- A Collections Policy

A well written grant helps and it is surprisingly easy how writing a grant becomes when a museum's purpose shines through in the project you are planning.

making good museum practice a priority

For example

The museum needs improvements to its collection storage area

Last year, say, the committee decided to make collection management a priority in the new Strategic Plan.

Then this years action plan, driven by the 3 year Strategic plan, highlighted the need for stronger metal shelving before reorganising the storage practice in the area designated for collection storage, as part of a well thought out project plan which included new shelving, a better location plan, new archival storage boxes and a stocktake.

making good museum practice a priority

- In any grant application the Strategic Plan can be quoted in the funding application. Attach the action plan with the specific project plan, time lines, budget and responsibilities.
- Images and floor plans can often speak more clearly than words on a page.
- Add any fund raising that has been ear marked for this project.

making good museum practice a priority



making good museum practice a priority

Another good reason for making good museum practice a priority is that your museum will benefit from the realisation in the community that this is a volunteer organisation which is worth being a member of

- **Sustainable**
- **Well managed**
- **Well respected**

making good museum practice a priority

How do we start?

Use your committee – if there are those on the current committee that are not interested or are not confident wait until the next AGM to gather those that understand the need for good planning

Identify those policies and procedures that your organisation needs.

As I said before

Bare minimum:

Collection Policy and Strategic Plan

making good museum practice a priority

and then ...

A good organisation treats its staff well and provides good training to new members ... a Volunteer Policy with Training/induction Procedures

A good museum provides structured educational opportunities to its visitors and training for the volunteers ... an education policy with booking and training procedures

To support those amazing objects collected through a good focused Collections Policy and Interpretation Policy with a style guide to ensure that good design becomes part of your presentation...

making good museum practice a priority

And what about ...

a Disaster Preparedness and Recovery Plan with Training Procedures

making good museum practice a priority

So back to How

- Are there museums out there that you admire, are impressed by?
- Have you ever had a close look at their websites
- State and National museums all have their policies and procedures on-line. Their policies and procedures are public documents

Plus

- Museum & Galleries NSW and Australian Museum & Galleries have fact sheets on-line

making good museum practice a priority

making good museum practice a priority

- Ask me anything!

For example

How does good museum management

- Help with saying a polite no to those donations that you really do not want?
- Remove from the collection objects that have been collected in the past that really do not fit the themes of the museum
- Attract new volunteers

making good museum practice a priority

Thank you

for your involvement in this presentation

Margot Jolly

0423938145

margotjolly@bigpond.com