

Museum Accreditation Checklist

Staffing

Tick the box where you think your museum is meeting the standard or note down where you need to look into an area further. Think about the evidence you will need to produce. Refer to the Accreditation Standard for further details.

Does the museum employ a qualified museum professional as a member of staff?

If not, do you have access to a Curatorial Advisor?

Are there members of staff able to carry out specialist activities?

Do you have anyone to provide advice including:

Conservation

Environmental monitoring

Education & learning

Access & disability

Interpretation

Ethics

Displays & exhibitions

Are there induction procedures for welcoming new staff?

Does this include:

Health & safety

Introductions to existing staff

Roles and key tasks

Is this formalised?

Is an induction offer this to all new staff?

Do you provide a staff or volunteer manual?

Are there recruitment procedures in place?

Do members of staff have written information on their responsibilities, tasks or roles?

Are there arrangements for assessing training needs?

Are inductions carried out for new members of the Governing Body?