

Module 3 Public Programmes (including exhibitions)

Kowae 3

Kaupapa Tūmatanui (me ngā whakaaturanga)

The fullness with which you answer a question will vary according to the museum's circumstances. Focus always on how *your particular* museum service¹ operates.

If a question can be answered by including a copy of all or part of an existing document, please do so. Please do not include original documents.

Contents

3.1 Public Programmes	02
3.2 Exhibition Renewal	03
3.3 Exhibition Loans	04
3.4 Objects and Taonga on Display	05
3.5 Caring for Objects and Taonga on Display	06
3.6 Delivering Educational Programmes	07
3.7 Planning Educational Programmes	08
3.8 Evaluation	09
3.9 Research	10
3.10 Publications	11

¹ The word 'museum' is used to include any museum, art gallery, iwi museum/cultural centre, historic place, open air museum, heritage or marae collection, science centre, or exhibition centre.

3.1 Public Programmes

Objective: A range of public programmes serve the museum's communities.

Standard: The museum develops and implements a number of public programmes appropriate to its stated purpose, its size, its resources, and its communities.

(Note: the term 'public programme' includes exhibitions, workshops, tours, demonstrations, illustrated lectures, performances, day schools, community events and educational programmes.)

What is the range of activities you will cover in your public programmes?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Current year's schedule of public programmes covering a number of different activities	<input type="checkbox"/>	<input type="checkbox"/>
2	Policy or statement on the visitor experience, including statement about target audiences	<input type="checkbox"/>	<input type="checkbox"/>
3	Regular consultation with iwi and hapū groups	<input type="checkbox"/>	<input type="checkbox"/>
4	Regular consultation with other user groups and potential user groups	<input type="checkbox"/>	<input type="checkbox"/>
5	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

a) Comments about achievements:

(summary of a museum's achievements towards meeting or exceeding standard)

b) Suggestions for further development:

(suggestions of actions for you to consider in order to meet or exceed the standard)

Review feedback (*X indicates reviewers' assessment of current practice*)

Above standard Standard met Standard almost met Standard not met

3.2 Exhibition Renewal

Objective: Fresh exhibitions and new ideas keep visitors and other users coming back to the museum.

Standard: The museum can show that it has a schedule of refreshing its own exhibitions, developing new exhibitions and hosting touring exhibitions.

How often do you update or change your exhibitions?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Two year programme for the museum's own exhibitions	<input type="checkbox"/>	<input type="checkbox"/>
2	Two year programme for touring exhibitions	<input type="checkbox"/>	<input type="checkbox"/>
3	Professional development for exhibition staff on display concepts and techniques	<input type="checkbox"/>	<input type="checkbox"/>
4	Brief statement outlining display activity and changing approaches and methods	<input type="checkbox"/>	<input type="checkbox"/>
5	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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3.3 Exhibition Loans (see 2.5)

Objective: Lenders are assured that objects and taonga will be displayed adequately, receiving appropriate care and security, and respecting copyright issues.

Standard: The museum can show that procedures are in place covering tikanga, transport, insurance, receipting, handling, condition reporting, security, photography and packing in compliance with loan agreements.

What procedures are in place for receiving loan exhibitions and items?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Formal loan agreement that includes: statement on transport, insurance, receipting, handling, condition reporting, security, photography, packing procedures	<input type="checkbox"/>	<input type="checkbox"/>
2	Delegated responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
3	Samples documents (eg. loan agreements, receipts, condition reports, insurance notes, packing checklists)	<input type="checkbox"/>	<input type="checkbox"/>
4	Facilities reports	<input type="checkbox"/>	<input type="checkbox"/>
5	Policy on procedures for receiving taonga Māori	<input type="checkbox"/>	<input type="checkbox"/>
6	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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3.4 Objects and Taonga on Display

Objective: The visitor can engage with the objects and taonga on display.

Standard: The museum uses effective display and interpretive methods.

What methods are used to enhance the visitor experience of the museum's exhibitions?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Exhibition concept plan	<input type="checkbox"/>	<input type="checkbox"/>
2	Exhibition design brief	<input type="checkbox"/>	<input type="checkbox"/>
3	Interpretive devices suited to target audience	<input type="checkbox"/>	<input type="checkbox"/>
4	Sequencing of visitor experience	<input type="checkbox"/>	<input type="checkbox"/>
5	Captions and signage	<input type="checkbox"/>	<input type="checkbox"/>
6	Exhibition installation follows brief	<input type="checkbox"/>	<input type="checkbox"/>
7	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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3.5 Caring for Objects and Taonga on Display

(see 2.7, 2.8, 2.9, 2.10)

Objective: Objects and taonga on display are kept in best condition, are safe from theft and vandalism, and do not endanger visitors, or staff or other museum users.

Standard: The museum can show that preventive conservation measures, environmental controls and security have been addressed in the public galleries and display areas.

What measures are taken to secure the safety and security of objects and taonga on display?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Conservation guidelines for displays	<input type="checkbox"/>	<input type="checkbox"/>
2	Security guidelines for displays	<input type="checkbox"/>	<input type="checkbox"/>
3	Display checklists	<input type="checkbox"/>	<input type="checkbox"/>
4	Health and safety checking procedures	<input type="checkbox"/>	<input type="checkbox"/>
5	Closed-circuit television	<input type="checkbox"/>	<input type="checkbox"/>
6	Sightlines/mirrors	<input type="checkbox"/>	<input type="checkbox"/>
7	Barriers/ropes/stable plinths	<input type="checkbox"/>	<input type="checkbox"/>
8	Visitors' bag check	<input type="checkbox"/>	<input type="checkbox"/>
9	Signage	<input type="checkbox"/>	<input type="checkbox"/>
10	Hazard audit	<input type="checkbox"/>	<input type="checkbox"/>
11	Smoke detectors	<input type="checkbox"/>	<input type="checkbox"/>
12	Sprinkler systems	<input type="checkbox"/>	<input type="checkbox"/>
13	Key control	<input type="checkbox"/>	<input type="checkbox"/>
14	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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3.6 Delivering Educational Programmes

Objective: People learn from the exhibitions, the collections and taonga and other museum activities in ways which are relevant to their studies and interests.

Standard: The museum can show that it offers a range of displays and activities which responds to the needs and interests of visiting educational groups.

What educational programmes do you provide for kohanga reo, pre-schools, kura kaupapa, primary, intermediate and secondary schools, tertiary institutions, wānanga, adult education and other groups with an education function?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Education policy – including Māori education	<input type="checkbox"/>	<input type="checkbox"/>
2	Current list of education programmes	<input type="checkbox"/>	<input type="checkbox"/>
3	Feedback from visiting educational groups	<input type="checkbox"/>	<input type="checkbox"/>
4	Job description of dedicated education staff	<input type="checkbox"/>	<input type="checkbox"/>
5	Learning Experiences Outside the Classroom projects	<input type="checkbox"/>	<input type="checkbox"/>
6	Bilingual staff and volunteers	<input type="checkbox"/>	<input type="checkbox"/>
7	Training opportunities for education staff	<input type="checkbox"/>	<input type="checkbox"/>
8	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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3.7 Planning Educational Programmes

Objective: The museum's educational programmes reflect curriculum requirements and groups' learning targets.

Standard: The museum can show that it keeps abreast of school curricula and the subjects studied by visiting educational groups, and responds to needs and interests identified by these users.

How do you ensure that your education programmes for schools are meeting the needs of the education sectors?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Identification of curriculum areas and levels which the museum can resource	<input type="checkbox"/>	<input type="checkbox"/>
2	Local teachers' advisory group	<input type="checkbox"/>	<input type="checkbox"/>
3	Consultative planning	<input type="checkbox"/>	<input type="checkbox"/>
4	Active involvement in Museum Education Association of New Zealand (MEANZ)	<input type="checkbox"/>	<input type="checkbox"/>
5	Links to curriculum development, professional development and advisory staff	<input type="checkbox"/>	<input type="checkbox"/>
6	Education programmes in te reo Māori	<input type="checkbox"/>	<input type="checkbox"/>
7	Relationship with local teachers' college	<input type="checkbox"/>	<input type="checkbox"/>
8	Teachers' workshops	<input type="checkbox"/>	<input type="checkbox"/>
9	Evaluation processes	<input type="checkbox"/>	<input type="checkbox"/>
10	Relationship with kura kaupapa Māori schools	<input type="checkbox"/>	<input type="checkbox"/>
11	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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3.8 Evaluation (see 1.14 and 4.5)

Objective: The museum can assess visitor response, whether the target audiences were reached and if the main messages were understood, review how the production process was managed, and identify improvements for future projects.

Standard: The museum can show that procedures are in place for evaluating exhibitions and public programmes and for acting on the learning from the evaluation in the planning and implementation of future projects.

How do you evaluate the effectiveness of your exhibitions and public programmes?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Policy on evaluation of public programmes (including exhibitions)	<input type="checkbox"/>	<input type="checkbox"/>
2	Examples of visitor survey results	<input type="checkbox"/>	<input type="checkbox"/>
3	Visitor/user survey form	<input type="checkbox"/>	<input type="checkbox"/>
4	Structured interview questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
5	Survey results used to inform planning processes for exhibitions and public programmes	<input type="checkbox"/>	<input type="checkbox"/>
6	Feedback systems	<input type="checkbox"/>	<input type="checkbox"/>
7	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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3.9 Research

Objective: The museum fosters research by its own staff and by others seeking to investigate the museum's collections for valid and appropriate research projects.

Standard: The museum can show that it encourages and monitors research.

How is research encouraged?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Research policy and guidelines	<input type="checkbox"/>	<input type="checkbox"/>
2	Research programme	<input type="checkbox"/>	<input type="checkbox"/>
3	Copies of research publications, media publications, and other materials relating to the investigation of the museum's collection	<input type="checkbox"/>	<input type="checkbox"/>
4	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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3.10 Publications

Objective: The public benefits from knowing about the collections and taonga, access is increased and research shared.

Standard: The museum can show that it plans and implements its publishing activity in line with an agreed policy.

How are publication decisions and processes managed?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Publication policy	<input type="checkbox"/>	<input type="checkbox"/>
2	Communication guidelines	<input type="checkbox"/>	<input type="checkbox"/>
3	Instructions for authors	<input type="checkbox"/>	<input type="checkbox"/>
4	Publication programme	<input type="checkbox"/>	<input type="checkbox"/>
5	Examples of publications such as a guide to collections and taonga, newsletters, exhibition catalogues, information sheets on special topics and booklets	<input type="checkbox"/>	<input type="checkbox"/>
6	Publication committee terms of reference	<input type="checkbox"/>	<input type="checkbox"/>
7	House style	<input type="checkbox"/>	<input type="checkbox"/>
8	Copies sent to Legal Deposit (National Library)	<input type="checkbox"/>	<input type="checkbox"/>
9	ISBN/ISSN registration	<input type="checkbox"/>	<input type="checkbox"/>
10	Bilingual policy	<input type="checkbox"/>	<input type="checkbox"/>
11	Research policy	<input type="checkbox"/>	<input type="checkbox"/>
12	Collaborative publishing	<input type="checkbox"/>	<input type="checkbox"/>
13	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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