

New Zealand Museums Standards Scheme

Ngā Kaupapa Whaimana a Ngā Whare Taonga o Aotearoa

Self Review Declaration

Tātari whakamana mōu anō

Please fill this form (3 pages) out as fully as possible, and return with your self review report and supporting documentation to:

National Services Te Paerangi, Te Papa, PO Box 467, Wellington

PLEASE PRINT

Museum name

Reviewers names

Check that all modules are included

- Governance, Management & Planning**
Mana Whakahaere, Mahi Whakahaere, Hanga Tikanga
- Care of Collections & Taonga**
Tiaki Kohinga, Tiaki Taonga
- Public Programmes (including exhibitions)**
Kaupapa Tūmatanui (me ngā whakaaturanga)
- Customer Service**
Wāhanga Āwhina Tangata
- Relationships with Communities**
Te Mahi Tahi me ngā Huihuinga Tangata

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.

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.

Description of participating museum

Museum name

Governing body/organisation

Legal status

(eg. Trust, Inc. Society)

Street address

Brief description of location (eg. set in park on edge of town; on a marae; in former bank on main street)

Scope of collections

Main types of collections	Estimated number of objects
1	
2	
3	
4	
5	

Most significant long-term loans in the museum

Loans	Estimated number of objects
1	
2	
3	
4	
5	

Number of full-time equivalent paid staff

Number of volunteer staff

Brief statement of museum's purpose, collection strengths, and activities

Brief description of premises (eg. colonial farmhouse with modern pre-cast concrete extension)

Brief history of the organisation

Brief profile of the area and the population which the museum serves

The museum's strengths

The museum's weaknesses

Annual operating budget for last financial year \$

Annual visitor figures for last financial year

Declaration

This section requires a declaration by the senior officer responsible for the management of the participating museum and the head of the governing body. (For example Chair or Secretary of the museum's governing body; Chief Executive or equivalent officer authorized by the governing body of local authority museums; Vice-Chancellor, Registrar or other equivalent officer authorized by the governing body of a university or similar museums; Commanding Officer or other equivalent officer on the governing body of a defence forces museum.)

Museum name

We declare that this Self Review Report truthfully and accurately states the policies and practices of our organisation.

PLEASE PRINT NAME

Name

Title

Signature

Date

Name

Title

Signature

Date