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A Higher Standard: Accreditation Self-Study Questionnaire

4

AMERICAN  ASSOCIATION OF MUSEUMS

1575 EYE STREET NW, SUITE 400
WASHINGTON DC 20005

SAMPLE

Accreditation Self-Study Questionnaire

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The Accreditation Self-Study Questionnaire is volume 4 of a four volume set:

Volume1: The Museum Accreditation Handbook

Volume2: The Museum Accreditation Program Standards

Volume3: Accreditation Self-Study Guide

Volume4: Self-Study Questionnaire

About the Icons

Several icons are used throughout the Self-Study Questionnaire:

- ? Indicates there is an entry related to the question in the Guide.
- 📁 Indicates a document should be attached.
- 👉 Indicates the issue is tied to a specific expectation or eligibility criteria and that there is an expected right answer. Inability to check all the criteria may be a disabling factor in your review.
- 🌟 Used in Self-Study section VI, Collections Stewardship, to designate questions to be answered only by museums that borrow or use, but do not own, collections or manage them for others
- ★ Term defined in Glossary

The *Questionnaire* is meant to be used with the *Self-Study Guide*. The *Guide* provides instructions, tips, and answers to frequently asked questions.

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? I. Signature Page

Completion of this Accreditation Self-Study constitutes agreement by the museum to abide by the policies and decisions of the Accreditation Commission of the American Association of Museums (AAM).

We, the undersigned, certify that we have read this completed questionnaire, concur that the answers given are an accurate reflection of the museum's policies and operations, and authorize its submission to AAM. We further certify that to the best of our knowledge the museum is in compliance with all relevant local, state, federal, and international laws and regulations, or has disclosed any noncompliance in this Self-Study.

Signature of director* (or equivalent position): _____

Name and title (typed): _____

Date: _____

Signature of head of governing authority*: _____

Name and title (typed): _____

Date: _____

Signature of the head of other governing authority*
(if applicable--see Self-Study Guide): _____

Name and title (typed): _____

Date: _____

II. Museum Profile

Please provide the following information for the institution seeking accreditation.

1. Check one

- New application
 Subsequent review (reaccreditation)

2. Institution name and address

Name: _____

Physical address: _____

City: _____ State: _____ Zip: _____

Mailing address (if different): _____

City: _____ State: _____ Zip: _____

Phone number: _____ Web site URL: _____

? 3. Accreditation process contact information

Provide the name and contact information for the person who will be the Accreditation Program staff's primary contact at the museum during the review process.

Name: _____ Title: _____

Phone number: _____ Fax number: _____

E-mail: _____

? 4. Leadership information

a. Director*

Name: _____ Title: _____

(Note: The name here and on the signature page must match.)

b. Head of Governing Authority*

Name: _____ Title: _____

(Note: The name here and on the signature page must match.)

c. Official name of the museum's governing authority*: _____

d. Number of members of the governing authority: _____

{ Museum Profile }

e. Does the museum have more than one governing authority (i.e., joint governance*)?

- No
- Yes—answer questions 3. f. and 3. g. below

f. Official name of other governing authority*: _____

g. Head of other governing authority

Name: _____ Title: _____

(Note: The name here and on the signature page must match.)

(If your museum has joint governance, make sure that you fill out section V. part C. for each of your governing authorities.)

5. Select the category that best describes the museum's governance. (Note: If you are part of a larger parent organization* such as a college/university, please indicate this in question 6 and indicate the governance of the parent here.)

- County
- Federal
- Municipal
- Private nonprofit
- State
- Tribal
- Other (specify): _____

? 6. Does the museum have a parent organization?

- No—skip to question 8
- Yes—answer question 7

7. a. Name of parent organization:

b. Nature of parent organization

- College/university (select "other" for other educational entities, e.g., high school)
- Museum system*
- Historical society
- Other nonmuseum, nonprofit organization (e.g., foundation, league, society)
- For-profit organization
- Other (e.g., government entity): _____

? 8. a. Check your museum's primary type
(Check only one in this list; use the list under 8. b. to identify a secondary type; if more than two types, select "general museum.")

Primary Type:

- Aquarium
- Arboretum/botanic garden
- Art museum/center
- Children's/youth museum
- Historic house/site
- History museum
- General museum*
- Natural history/anthropology museum
- Nature center
- Planetarium
- Science/technology museum/center
- Zoo
- Specialized museum*
 - Air and space
 - Maritime
 - Military
 - Transportation
 - Other (specify): _____

b. If applicable, check another type that describes your museum. *(Check only one in this list.)*

Secondary Type:

- Aquarium
- Arboretum/botanic garden
- Art museum/center
- Children's/youth museum
- Historic house/site
- History museum
- General museum
- Natural history/anthropology museum
- Nature center
- Planetarium
- Science/technology museum/center
- Zoo
- Specialized museum
 - Air and space
 - Maritime
 - Military
 - Transportation
 - Other (specify): _____

👍 9. What year did your museum open to the public? _____

👍 ? 10.a. How many hours is the museum open to the public per year? _____
 b. List the schedule of hours the museum is open to the public.

? 11. a. What is the population of the area where your museum is located? _____

b. Is this your:

- Municipality
- Greater metropolitan area
- County
- State
- Region (specify): _____
- Other (specify): _____

? 12. Describe the demographics* of the geographic area where your museum is located and give a brief summary of the area's economy. If the demographics or economy have changed in the past three to five years, generally describe the changes.

? 13. Provide attendance* figures for your most recently completed fiscal year.

a. Fiscal year 20_____

b.

Type of visit	Number	This number was:
Physical		
On-site*:		<input type="checkbox"/> Counted <input type="checkbox"/> Estimated
Off-site*:		<input type="checkbox"/> Counted <input type="checkbox"/> Estimated
Total:		
Virtual-		
Web page hits* or Web page views*: (give figures for only one method of counting web usage)	_____ page hits _____ page views	<input type="checkbox"/> Counted <input type="checkbox"/> Estimated <input type="checkbox"/> Not counted/don't know <input type="checkbox"/> Don't have a website
Programmatic/interpretive Website use*:		<input type="checkbox"/> Counted <input type="checkbox"/> Estimated <input type="checkbox"/> Not counted/don't know <input type="checkbox"/> Don't have a website

? 14. Which best describes the status of your museum regarding collections* ownership and use?

- a. Own collections and/or manage collections belonging to others on an ongoing basis (answer question 15)
- b. Do not own or manage collections, but borrow and use collections for exhibits, education, or research
- c. Neither own, manage, nor borrow collections—is not collections-based (e.g., some children's museums and science centers.)

? 15. If you checked 14.a, what is the total quantity (number or other appropriate measure, such as linear feet, number of lots, etc.) of the museum's collections? (Note: This number should match your totals in questions A. 2. and A. 3. in section VI Collections Stewardship.)

? 16. Provide a summary of your staff in the chart below.

a. Number of full-time staff*	
b. Number of part-time staff	
c. Number of volunteers/unpaid staff	
d. Annual number of volunteer hours (for the most recently completed fiscal year)	

? 17. Complete the chart below for the current and most recently completed fiscal year.

	Current FY 20_____ (budget)	Most recently completed FY 20_____ (actual)
a. Total operating income*		
b. Total operating expenses*		
c. Net surplus (deficit)		
d. Nonoperating income*		
e. Nonoperating expenses*		
f. Market value of any institutional endowment* (at year end for most recently completed fiscal year; estimated for current fiscal year)		

? 18. Summarize information about the buildings and grounds owned or used by your museum in the chart below.

a. Number of buildings/structures	
b. Total interior square footage* of facilities	
c. Total exterior space (in acres or square feet, as appropriate)	<input type="checkbox"/> sq. ft. <input type="checkbox"/> acres
d. Exhibition space (in acres and/or square feet, as appropriate)	<input type="checkbox"/> sq. ft. <input type="checkbox"/> acres
e. On-site collection storage (square footage)	
f. Off-site collection storage* (square footage)	

{Museum Profile }

19. a. Within the past three years, has your organization experienced any of the following.

Check all that apply.

- Opening a new building or new museum
- Major construction
- Disaster (flood/fire/earthquake)
- Theft of collections/objects
- Cancellation of capital improvements or expansion plans
- Budget deficits
- Increase in budget of over 25%
- Loss of significant funding that adversely affected the organization's ability to fulfill its mission
- Public pressure to cancel or alter exhibit content
- Merger with another institution
- Significant change of mission/purpose
- Other: _____

b. If you checked any of the boxes, please provide a brief explanation of the nature of the event and its effect on the museum's operations.

? 20. Is the entity seeking accreditation for a museum system* (i.e., seeking accreditation for the entire system)?

- No
- Yes: name of system: _____
If yes, answer question 21

? 21. a. If you answered yes to question 20, indicate how the following functions are handled within the museum system by placing an X in the appropriate cells.

	Centralized	Independent by site	Customized for/at each site based on a centralized model/policy
Mission			
Governance/board			
By-laws			
Planning			
Code of ethics			
Budget			
Human resources			
Development			
Exhibit design/fabrication			
Exhibit research/curation			
Conservation			
Security			
Facilities management			
Public relations			
Marketing			
Legal counsel			
Membership			
Collections management			

b. If needed, provide clarification about any aspects of the system structure you checked in the above table (21a).

{Museum Profile }

c. List each separate component of your museum system and describe the type of each component by using the following selections: associated*, branch*, headquarters*, satellite*, undeveloped asset*, other* (see glossary and guide for details). Expand the grid as needed.

Site name	Type	City & state	Director name & title

SAMPLE

III. Public Trust & Accountability

A. Community*

- ? 1. What does the museum self-identify as its communities?
- ? 2. How does the museum serve these communities?
- ? 3. How is the museum a good neighbor in its local area?

B. Accountability* & Transparency*

- 1. How does the museum make information available to the public about its operations and its fulfillment of its public trust* responsibilities?

Check all that apply.

- Annual report
- Meetings of the governing authority open to the public
- Other meetings open to the public (describe): _____
- Press releases
- Newsletter
- Web site
- Other: _____

- ? 2. a. As required for nonprofits by the Sarbanes-Oxley Act*, does the museum have a whistle-blower protection policy (i.e., a document that discloses a formal process to deal with employee reports of suspected illegal activity and prevent retaliation for such reports)?

- Yes (date of approval): _____
- No

b. If no, what steps are being taken to bring the museum into compliance with this law?

- ? 3. a. As required for nonprofits by the Sarbanes-Oxley Act, does the museum have a mandatory document destruction and retention policy?

- Yes—answer question 3.b
- No—answer question 3.c



b. If yes, cite the date and check what the policy includes.

(date of approval): _____

- Guidelines for electronic files
- Guidelines for voicemail
- Guidelines for paper files
- Back-up procedures
- Archiving of documents
- System reliability checkups

c. If no, what steps are being taken to bring the museum into compliance with this law?

C. Ethics

-  **?** 1. Does the museum's code of ethics meet the following required criteria? Check all that apply.
- Approved by governing authority (date of approval): _____
 - States that it applies to members of the governing authority
 - States that it applies to staff
 - States that it applies to volunteers
 - Is consistent with the AAM Code of Ethics for Museums (2000)
 - Is tailored to the museum; is not simply a restatement of the AAM Code of Ethics for Museums (2000) and not simply a copy of a parent organization's code.
 - Puts forth the institution's basic ethical responsibilities as a museum and nonprofit educational entity and is not solely about individual conduct (e.g., conflict of interest issues).
 - Is a single document, not a compilation or list of references to other documents.
-  2. Attach a copy of the museum's approved institutional code of ethics.
(Attachment #1, required)
3. What topics does the museum's institutional code of ethics cover? Check all that apply.
- Guiding principles
 - Ethical duties
 - Governance authority and responsibility
 - Conflict of interest
 - Affiliation with other institutions
 - Business dealings
 - Dealing (commercial/private buying and selling of objects in the same area in which the museum collects)
 - Disclosure
 - Gifts and favors
 - Loans
 - Outside employment/consulting
 - Outside volunteer activity
 - Personal collecting
 - Political activity and public issues
 - Purchase of museum property
 - Referrals
 - Use of assets (e.g., collections, building)
 - Use of information (confidentiality)
 - Use of museum's name
 - Other: _____

- Collections
 - Acquisition
 - Deaccession
 - Care and preservation/conservation
 - Appraisals
 - Availability of collection
 - Truth in presentation
 - Other: _____
- Trustee/director relationship
- Museum management practices
 - Business dealings with related parties
 - Compliance with laws
 - Fundraising
 - Loans
 - Museum store and other commercial activity
 - Ownership of scholarly material
 - Personnel practices
 - Professionalism
- Responsibility to public
- Implementation
- Definitions
- Other: _____

4. If any of the above topics are not included in the institutional code of ethics but are in other documents instead, give the names of these documents.

IV. Mission, Planning & Assessing Achievement

A. History

1. Briefly summarize the history of your museum, with emphasis on major changes, initiatives, or capital projects related to facilities or operations in the last five years.

? 2. What has your museum done to address any weaknesses or areas of concern cited during the last accreditation review?

N/A—1st-time applicant

N/A—no concerns cited in last review

Applicable, please discuss:

B. Mission

1. a. What is the mission* of your museum? State here:

b. What is the date of approval of the mission? _____



c. Attach a copy of the museum's mission statement. (**Attachment #2, required**)

2. a. Has your museum revised its mission in the last decade?

No

Yes—answer questions 2.b-c.

b. If yes, what process was used, and who was involved?

c. If the mission changed significantly, how and why?

3. Indicate if the governing authority has adopted any other statements to supplement the mission and serve as a way of guiding the museum. Check all that apply.

Vision statement (date of approval): _____

Core values statement (date of approval): _____

Educational philosophy statement (date of approval): _____

Other: _____ (date of approval): _____



4. If your museum has adopted any types of statements checked in question 3 above, attach a copy(ies). (**Attachment #3, if available**)

C. Planning & Assessing Achievement



? 1. a. Does the museum have a written institutional plan* approved by the governing authority?

No

Yes

b. If yes, what is the time period covered by the plan? From _____ to _____

2. What is the current status of the museum's institutional planning process?

Preparing to start new planning process

Working on a new plan

Just completed a new plan that is not yet approved

Engaged in a regular review of current plan





No current planning activities (i.e., only implementing existing plan)

{ Mission, Planning & Assessing Achievement }

3. Discuss the process your museum uses for its overall institutional planning. In your response, please include:
- Who is involved in the planning process—both external and internal representatives
 - Frequency of planning, review, and update
- ? 4. What does the current plan include? Check all that apply.
(date of approval): _____
Required elements:
- All relevant areas of museum operations
 - Goals (specific things the museum wants to achieve)
 - Action steps (specific assignments to achieve these goals)
 - Assignment of responsibility for accomplishing action steps
 - Assessment of resources (human and financial) needed to implement the plan
 - Steps to obtain these resources (e.g., financial plan, staffing plan)
 - Timeline for implementation
5. Attach a copy of your current institutional plan, approved by the governing authority and marked with the date of approval. **(Attachment #4, required)**
(If a new plan is being developed, also include a copy of the new plan in draft form, if available, and a brief description of the steps and schedule for its completion and approval.)
6. Briefly summarize your museum's principle objectives as outlined in your institutional plan.
7. What challenges does your museum face as it works toward these goals?
8. Overall, how do you assess whether the museum has achieved its goals? Check all that apply.
- Indicators* of financial and programmatic performance
 - Member/visitor satisfaction surveys
 - Exhibit evaluation surveys
 - Program evaluation surveys
 - Community surveys
 - Focus groups
 - Performance measures defined in the institutional plan
 - Other: _____
9. Attach samples of any of the items you checked in question 8 above.
(Attachment #5, if available)

V. Leadership & Organizational Structure


A. Founding Documents

- ? 1. Under which of the following documents was the institution founded?
- Articles of Incorporation (date): _____
 - Charter (date): _____
 - Enabling legislation (date): _____
 - Other (name and date): _____
-  2. Attach a copy of this document. **(Attachment #6, required)**
- ? 3. Under which of the following documents is the institution governed?
- Bylaws* (date): _____
 - Constitution (date): _____
 - Will (date): _____
 - Legislation (date): _____
 - Other (name and date): _____
-  4. Attach copy(ies) of this document(s). **(Attachment #7, required)**
-  ? 5. Under which provision of the Internal Revenue Service Code is your museum tax-exempt?
- 501 (c)(3)—Charitable, educational organization (date): _____
 - 170 (B)—Governmental organization (date): _____
 - 509—Operating foundation (date): _____
 - Other (name and date): _____
-  6. Attach a copy of the museum's letter of notification from the IRS regarding tax exempt status. **(Attachment #8, required)**

B. Parent Organizations

1. Does your museum have a parent organization*?
 - No—skip to part C (Governance)
 - Yes—make sure that you have completed the name and description of the parent organization in section II: Museum Profile, question 7. Complete the rest of this subsection, B.2 – B.5.
2. State the mission of the parent organization.
3. Briefly describe the other museums or nonmuseum entities the parent organization oversees, if any.
4. Briefly explain the legal relationship between your museum and its parent organization, and describe the role the parent organization plays in museum governance and operations.


{ Leadership & Organizational Structure }

-  ? 5. a. Attach a copy of the parent organization's documentation regarding the importance of the museum to the parent and expressing a commitment to support of the museum. This documentation should be approved by the parent's governing authority or authorized representative. **(Attachment #9, required if the museum has a parent organization)**
- b. Indicate the name/source of this documentation and the date it was approved.
- Resolution of permanence passed by parent (date): _____
 - Parent organization's by-laws or organizing documents (date): _____
 - Parent organization's institutional plan (date): _____
 - Memorandum of understanding/agreement between museum and parent (date): _____
 - Other (name and date): _____

C. Governance

1. Does your museum have joint governance*?

- No—skip to question C. 4.
- Yes—complete question C. 2., and answer questions C. 3–12. for each governing entity)

-  ? 2. Attach the written management agreement* (e.g., memorandum of understanding, contract, etc.) that delineates the relationship between the joint governing authorities (date and term of the agreement): _____ **(Attachment #10a, required if the museum has joint governance*)**

? 3. For each governing entity, indicate which of the following governing responsibilities it has for the museum. (If the museum has more than two governing entities, copy and paste another set of checkboxes after 3. b.)

a. Name of one governing entity: _____

- Developing, reviewing, and modifying the institution's mission
- Selecting the director
- Supporting the director and evaluating his/her performance
- Determining the director's compensation
- Institutional planning
- Setting fundraising goals
- Approving the institution's budget
- Controlling access to a significant source of the institution's revenue
- Monitoring reserve funds and endowments, setting investment policy and strategy
- Approving personnel policies
- Establishing an appropriate level of care for the institution's buildings, grounds, and facilities
- Ensuring that the museum's programs and services are consistent with its mission
- Approving the museum's policies regarding collections
- Approving decisions regarding what will be added to (accessioned) or removed from (deaccessioned) the collections
- Serve as ambassadors, advocates, and community representatives in order to enhance the institution's public standing
- Approving and ensuring compliance with the institution's ethical standards


b. Name of another governing entity: _____

- Developing, reviewing, and modifying the institution's mission
- Selecting the director
- Supporting the director and evaluating his/her performance
- Determining the director's compensation
- Institutional planning
- Setting fundraising goals
- Approving the institution's budget
- Controlling access to a significant source of the institution's revenue
- Monitoring reserve funds and endowments, setting investment policy and strategy
- Approving personnel policies
- Establishing an appropriate level of care for the institution's buildings, grounds, and facilities
- Ensuring that the museum's programs and services are consistent with its mission
- Approving the museum's policies regarding collections
- Approving decisions regarding what will be added to (accessioned) or removed from (deaccessioned) the collections
- Serve as ambassadors, advocates, and community representatives in order to enhance the institution's public standing
- Approving, and ensuring compliance with the institution's ethical standards

4. a. Describe the governing authority*. What skills, knowledge, and ability do members contribute?
 b. How do these attributes enable this group to effectively govern the museum?

- ? 5. a. What is the diversity of the governing authority in gender and ethnicity*?
 b. Have you established any goals regarding diversity of the governing authority?

- ? 6. How do the governing authority's attributes represent the interests of the museum's self-identified communities* and audiences*?

-  ? 7. Attach a list of current members of the governing authority, including name, occupation or area of expertise/professional affiliation, and length of service for each. **(Attachment #11, required)**

8. a. Does the governing authority have term limits:

- Yes
- No

b. If yes, describe.

- ? 9. What process does the museum use to ensure new perspectives, ideas, and concepts are brought to bear on governance issues, and to ensure adequate representation of new or varied constituencies?

{ Leadership & Organizational Structure }


? 10. Indicate the committees of the governing authority. Check all that apply. If the museum has more than one governing authority, copy, paste, and complete this list for each.

- Executive (number of members): _____
- Bylaws
- Building and grounds
- Governance (e.g., board development, nominating)
- Collections
- Development/fundraising
- Finance
- Audit
- Membership
- Planning
- Other (specify): _____
- Ad hoc committees dealing with strategic issues (list):

11.a. Do you have a formal process through which the governing authority evaluates its own performance?

- Yes
- No

b. If yes, describe (including whether there are written performance standards for members).



 12. Attach a copy of the table of contents of the governance manual*. **(Attachment #12, required)**

D. The Director*

1. How and when is the director's performance evaluated by the governing authority?

Check all that apply.

- Written (frequency): _____
- Verbal (frequency): _____

  2. a. Attach a copy of the document that delegates authority* for day-to-day operation of the museum to the museum director. **(Attachment #13, required)**

b. Indicate the source of this document.

- By-laws of the museum or parent organization (date): _____
- Formally approved job description (date): _____
- Statutory (date): _____
- Other (name and date): _____

? E. Operational Relationships with Other Organizations

1. Are there any external, separately incorporated organizations or government entities (local, state, or federal government) that have or share key assets or responsibilities that are crucial to the museum's operations? (See list in question E. 2. below).

No

Yes

If yes, how many? _____

If yes, answer questions E. 2. a-c. below for each organization.

2. If you answered yes to question E. 1., provide the following information for each organization. (Space is provided for one organization. If there is more than one, copy, paste, and complete questions 2. a-c. for each additional one.)

a. Name of organization: _____

b. What key assets or responsibilities does the organization have or share that are crucial to the museum's operations? Check all that apply.

Ownership or management of key assets

Building

Land

Collections

Staff

Endowment or financial assets

Other: _____

Provide support

Money for general operations and/or particular activities (e.g., exhibits, programs)

Money for some or all staff salaries

Money for capital and/or maintenance expenses

Maintenance of building/grounds

Volunteers

Advocacy

Other: _____

Other key assets or responsibilities (explain):




c. Attach a copy of the written management agreement (e.g., memorandum of understanding, contract, etc.) between the organization and the museum. (Date and term of the agreement):

_____ **(Attachment #10b, required)**

{ Leadership & Organizational Structure }

F. Organizational Structure

-  1. Attach the museum's organizational chart(s). Ensure that the chart(s) shows the relationships between all elements of the organizational structure including: parent organization, governing authority(ies), partner organizations(s), advisory board(s), support organization(s), staff, and volunteers, as applicable. **(Attachment #14, required)**


? Internal Supporting Groups*

2. a. Does your museum have any internal, nongoverning groups that serve in an advisory capacity (e.g., advisory board, auxiliary board, advisory group, advisory committee, volunteer council)?

- No
 Yes—if, yes, complete questions 2. b. and 2. c.

b. Provide the following information for each group:

- Name
- Why it exists: purpose, function, roles, and responsibilities with regard to the museum
- Composition (number of members, types of members, etc.)
- Administrative relationship between the museum and the advisory group


-  c. Attach any documentation that codifies this information (e.g., resolution of the board establishing this group, statement of purpose, operating guidelines). **(Attachment #15, if available)**

Staff

- ? 3. a. Has your museum experienced any of the following in the past three years? Check all that apply:


- Change of executive director
 Layoff of 10% or more of staff
 Turnover of 30% or more of staff
 Hiring of first professional staff
 Major organizational restructuring
 Other: _____

b. If you checked any of the boxes, please provide a brief explanation of the nature of the event and its effect on the museum's operations.


- ?  4. Attach a list of current principal professional and administrative staff positions. **(Attachment #16, required)**

For each position listed, include:

- Incumbent's name (state if position is vacant)
- Title
- Annual salary (either specific or in ranges)
- Employment category: full-time, part-time, seasonal, or contract

-  5. a. For each person listed in attachment #16, attach the current written position description followed immediately by the current resume for the person in the position. Also include any position descriptions for vacant positions. **(Attachment #17, required)**

b. Number of positions for which descriptions and resumes are attached: _____

-  6. Attach a list that summarizes staffing levels by general job function/areas (e.g., administrative, curatorial, education/interpretation, security, physical plant, visitor services, etc.). Select the category names that best suit your museum, and, for each category, indicate:

- Number of employees
- Number that are full-time, part-time, seasonal, contract, or other classification

(Attachment #18, required)

- ?** 7. a. How does the diversity of staff effectively represent the interests of the museum's community and audiences?

b. Have you established any goals regarding staff diversity?

c. What is the diversity of the staff in gender and ethnicity (either by number or percentage)?

8. a. What professional development opportunities has the museum provided to the staff in the past three years? Check all that apply.

In-house training (list topics): _____

Financial support for attending professional meetings

Financial support for attending workshops/seminars/short courses

Professional memberships

Field trips to other organizations

Flextime to accommodate course schedules

Support for participation in community service organizations

Sabbaticals

Other: _____

b. List some recent examples.

- ?** 9. Cite the most recent date of approval or update of the museum's personnel manual/policies, and indicate what they cover.

a. Date: _____

b. Check all that apply.

Employment status and categories

Fair Labor Standards Act Classification (Exempt/nonexempt)

Definitions of categories

Full-time

Part-time

On-call

Seasonal

Independent contractor

Regular

Temporary

Other:

{ Leadership & Organizational Structure }

Selection and orientation

- Recruitment
- Affirmative action/equal employment opportunity
- Eligibility verification
- Hiring relatives
- Orientation
- Introductory/probation period
- Other:

Compensation and evaluation

- Pay periods
- Time sheets
- Work schedules and hours
- Flextime
- Weekend and holiday schedules
- Overtime
- Performance evaluation
- Merit increases
- Cost of living increases/salary adjustment
- Promotion and transfer
- Other:

Leave

- Administrative
- Bereavement
- Family and medical
- Holiday
- Inclement weather
- Jury and witness duty
- Leave of absence without pay
- Military
- Personal
- Sick
- Vacation
- Other:

Benefits

- Disability insurance
- Flexible spending account
- Health and dental insurance
- Life insurance
- Museum-specific benefits
- Professional development/tuition assistance
- Retirement plan
- Social Security/Medicare
- Unemployment insurance
- Workers compensation
- Other:

Policies and procedures

- Appearance and dress
- Code of ethics
- Computer use
- Confidentiality
- Conflict of interest
- Drugs and alcohol use
- Harassment
- Outside employment
- Participation in other organizations
- Safety
- Security
- Smoking
- Use of museum property
- Weapons and violence
- Whistle-blower/grievance
- Other:

Discipline and separation

- Disciplinary action
- Grievance procedures
- Dismissal
- Reduction in work force
- Resignation
- Retirement
- Exit interviews
- Other:

c. The personnel policy is a **required document (#19)**. However, do not send the personnel policy/manual as an attachment—make it available for review by the Visiting Committee during the site visit.

10. How are these policies made available/communicated to staff? Check all that apply.

- Verbally through an orientation process
- Printed manual given to staff member
- Common-access printed manual
- Posted on organization's intranet or public web site
- Other: _____

Consultants and Independent Contractors

11. a. Has your museum used consultants and/or independent contractors to fulfill key functions in the last three years?

- No
- Yes

b. If yes, in what areas (e.g., conservation, exhibit design, etc.)?

{ Leadership & Organizational Structure }

Volunteers

Do not include volunteer service on the governing authority in your answers here. See part C above for questions about the governing authority.

12. Does your museum use volunteers in a capacity other than service on the governing authority?

- No.
- Yes—if yes, answer questions F. 13–17.

13. Describe the size of the volunteer corps and the scope of their activities:

- ?** 14. a. How does the diversity of the volunteer corps effectively represent the interests of the museum’s community and audiences?
 b. Have you established any goals regarding diversity of the volunteers?
 c. What is the diversity of the volunteers in gender and ethnicity (either by number or percentage)?

15. Does the museum have a volunteer manual?

- No
- Yes

 16. If you answered yes to F. 15., attach a copy of the table of contents only. (**Attachment #20, if available**)

? 17. Use the chart below to list the number of volunteers and approximate number of hours worked in specific jobs or functions annually. Expand or adapt the chart as needed.

Job or function (e.g., public programs, curatorial, visitor services, special events, etc.)	Number of volunteers per year	Total hours per year
TOTAL		

VI. Collections Stewardship*

Please reiterate how your museum has classified itself in question 14 of section II: Museum Profile (choose only one).

- A. Museum owns or manages collections belonging to others on an ongoing basis
Museums in this category must answer all the questions in this section except those marked with the symbol ☼.
- B. Museum does not own or manage collections, but borrows and uses collections for exhibits, education, or research
Museums in this category must answer questions A. 1., C. 1., and C. 24. through G.4 in this section.
- C. Museum neither owns, manages, nor borrows collections—is not collections-based (e.g., some children’s museums and science centers)
Museums in this category can skip the entire section VI: Collections Stewardship.

A. Scope of Collections

1. Describe the scope and significance of the museum’s collections (including historic structures and interpreted grounds/landscapes that are considered to be part of the collections). For museums that do not own or manage collections, but only borrow and use them, describe what types of collections you borrow/use.
- ? 2. Many museums have more than one **category of collections** (e.g., permanent, teaching, reference, etc.).
 - a. Use the chart below to:
 - Name the categories
 - Define what characterizes each collection category (e.g., is it held to a different standard of care, used in a particular way, etc.)
 - Quantify the number of objects contained in each category and whether it is an actual or estimated number
 - State whether objects in the collection are subject to accessioning

Expand the chart as needed.

(If the museum only has one category of collections, still use the chart to indicate the name, definition, and number of objects for the single collection.)

Collection category	Definition	Number or other appropriate measure	Counted or estimated?	Subject to accessioning? Yes or No
Example: teaching collection	Objects intended for hands-on use by students in school classes	25	counted	No
Total				

{ Collections Stewardship }

b. Briefly describe the contents of each collections category and provide more detail, if appropriate, on how being assigned to this category affects how an item is acquired, cared for, made accessible, or used by the museum.

- ?** 3. In the following chart, list the **types of objects** in the museum's collections and the number of objects or other appropriate measure of each type. (Include objects from all categories listed above, but do not subdivide by these categories.) Expand the chart as needed.

Examples of type may include paintings, manuscripts and archives, living plants, photographs, historic structures, invertebrate paleontology, decorative arts, textiles, archeology, mammals, arms and weapons. Use the terminology appropriate to your museum's discipline or collections.

Type of objects	Number or other appropriate measure	Counted or estimated?
Example: paintings	345	counted
Total		

4. a. Does your museum own or care for collections or have objects placed in the custody* of the museum that do not directly support the mission?

- No
 Yes

b. If yes, describe the collections, why the museum holds them, and plans for these objects.

5. a. Does the museum care for collections that it does not own (such as abandoned property, long-term loans, or collections managed for others)?

- No
 Yes

b. If yes, describe the collections, and discuss their legal status.

- ?** c. Does your museum have a management agreement* or repository agreement* for collections cared for by the museum but owned by others?


- Yes
 No



- ?** d. If yes, attach a copy. (**Attachment #21, required if applicable**)

- ? 6. a. Does your museum own or have in its custody items with incomplete title, questionable provenance, undocumented origins, or any items that might have changed hands in Continental Europe in 1933-1945?
- No
 Yes

- ? b. If yes, summarize these items and describe the efforts undertaken to resolve their status. (Please do not list all the items.)

-  ? 7. Attach images to illustrate the scope of the museum's collections (e.g., photos, digital image printouts). (**Attachment #47a, required**)


B. Collections Development & Planning

1. What are the museum's goals for shaping the content of your collections through acquisition and deaccessioning?

2. a. Are these goals for the collections incorporated in the museum's institutional plan*?
- No
 Yes

- b. Does the museum have a written, formally approved collections plan*?

- No
 Yes (date): _____


-  c. If yes, attach a copy. (**Attachment #22, if available**)

- d. If you answered no to 2. a. and 2. b., what guides the content of the collections?

3. Describe your museum's process of assessing the collections and planning for their development. In your response, please include:

- Who is involved in the planning process
- Frequency of planning, review, and update
- How your museum gathers information to use in making decisions regarding the content of the collections
- How collecting priorities are developed
- Some specific recent examples showing how the museum has achieved goals set for the collections

C. Collections Management

1.  Answer this question only if the museum does not own or manage collections but does borrow and use collections.

(Note: A similar question for museums that do own/manage collections follows.)

- a. Indicate which topics are addressed in your museum's collections management policy* and/or loan policies:

Date of Policy: _____

- Museum mission statement
 Authority and delegation of responsibility
 Code of ethics/ethical issues and responsibilities
 Loans

{ Collections Stewardship }

- Abandoned property/unclaimed loans
- Care/conservation/storage
- Housekeeping
- Insurance and risk management
- Documentation/collections records
- Inventories
- Access
- Use of collections
- Appraisals
- Laws/permit compliance issues
- Cultural property/culturally sensitive objects
- Human remains/funerary or sacred objects
- Rights and reproduction
- Photography
- Review/revision (of policy)
- Glossary
- Other (specify): _____
- Other (specify): _____



- b. Attach the approved policies that address the issues listed in question C. 1. a. (e.g., collections management policy, loan policy). **(Attachment #23, required)**

The following is the equivalent question for museums that do own or manage collections:

2. a. Indicate which topics are addressed in your museum's collections management policy*.

Date of Approval of Policy: _____

- Museum mission statement
- Scope of collections
- Authority and delegation of responsibility
- Code of ethics/ ethical issues and responsibilities
- Categories of collections
- Acquisitions/accessioning
- Deaccessioning/Disposal
- Loans
- Objects found in collection
- Objects in custody
- Abandoned property/unclaimed loans
- Care/conservation/storage
- Housekeeping
- Insurance and risk management
- Documentation/collections records
- Inventories
- Access

{ Collections Stewardship }

4. If the collections that are subject to accessioning are not 100 percent accessioned, what are the plans for accessioning the remainder (e.g., how long is it expected to take, will the museum need additional resources to accomplish this, how will it obtain these resources)?
5. a. Have you accessioned objects in the last three years?
- No
 - Yes
- b. If yes, describe the individual items or groups of objects as appropriate and state how they related to the museum's collecting plans/goals. If these recent accessions are too numerous to list here, please summarize the nature of the items.
- c. List (by position titles and/or names of committees) who must approve an accession, in the order in which the approval takes place.

Legal



- ? 6. Indicate whether the museum holds any of the following biological or cultural materials (necessitating compliance with the associated laws and regulations). Check all that apply.
- African elephants (ivory) (*African Elephant Conservation Act*, 16 §USCS 4203 (1988), 102 Stat. 2315 and subsequent amendments)
 - Birds (*Migratory Bird Treaty Act*, 16 U.S.C. §703-712, Ch. 128 (1918), 40 Stat. 755 and subsequent amendments)
 - Endangered species (*Endangered Species Act*, 16 U.S.C. §1531-1544 (1973), 87 Stat. 884 and subsequent amendments)
 - Bald or golden eagles or parts thereof (*Bald Eagle Protection Act*, 16 U.S.C. §668-668d (1943), 54 Stat. 250 and subsequent amendments)
 - Biological material imported from outside the U.S. (various USFW and USDA regulations)
 - Biological material in general (*Lacey Act Amendments*, 16 U.S.C. §3371 et seq. (1981), 95 Stat. 1073)
 - Biological material listed in the *Convention on International Trade in Endangered Species (CITES)* (1973), imported to or exported from the U.S.
 - Field-collected biological, geological, paleontological, or archaeological material (relevant state and federal laws)
 - Marine mammals (*Marine Mammal Protection Act*, 16 U.S.C. §1361-1407 (1972), P.L. 92-522 and subsequent amendments)
 - Native American remains or cultural artifacts (*Native American Graves Protection and Repatriation Act*, 25 U.S.C. §3001-13 (1990), 104 Stat. 3042, P.L. 101-106 and subsequent amendments)
 - Pre-Columbian artifacts (*Treaty of Cooperation between the United States and Mexico for the Recovery and Return of Stolen Cultural Properties*)
 - Archaeological material collected in the U.S. from public lands (*Antiquities Act*, 16 U.S.C. §431 et seq. (1906), 34 Stat. 225; *Archaeological Resources Protection Act*, 16 U.S.C. §470aa et seq. (1979), 93 Stat. 721)
 - Archaeological or ethnographic materials from countries covered by Article 9 of the 1970 UNESCO Convention under the *Convention on Cultural Property Implementation Act of 1983*
 - Archaeological or ethnographic material from countries with which the United States has a treaty, MOU, or other legal agreement regulating importation of covered materials

7. a. Who, by position title, is responsible for ensuring the museum is in compliance with laws and regulations pertaining to its collections and collecting activities?
- b. Is this responsibility listed in the position description?
- Yes
- No
8. a. Is the museum out of compliance with any relevant laws or regulations?
- No
- Yes—answer C. 8. b.
- Don't know—answer C. 8. c.
- b. If yes, what steps are being taken to remedy the situation?
- c. If you don't know, what steps are being take to assess the museum's compliance with relevant laws or regulations?

Collections Documentation*

- ? 9. a. What percentage of the collection is catalogued?
- b. Describe the level of cataloging* you intend to achieve in each of the museum's collections (by category or types, if appropriate).
- c. How close are you to reaching these levels, and how are you working towards achieving your goals? Outline your plans, including timeline and resources.
10. For what purposes does your museum visually document* the collections? Check all that apply.
- Insurance
- Inventory
- Assist research
- Make accessible to the public
- Other: _____
- ? 11. a. What are your short- and long-term goals for visual documentation of the collection?
- b. How close are you to reaching these levels, and how are you working towards achieving your goals? Outline your plans, including timeline and resources.
12. What percentage of the collection has been inventoried* in the last five years?
13. What information is captured when you inventory your collections? Check all that apply.
- Recording location
- Examining for condition
- Reconciling objects to records
- Reconciling records to objects
- Checking marking: object number present and legible
- Other (specify): _____
14. With what frequency do you conduct full or partial inventories? (If different parts of the collection are inventoried on different schedules, describe by category, type, or by other relevant divisions.)

{ Collections Stewardship }

15. Give the date(s) of the last full inventory or the dates of the most recent partial inventories (with description of what was covered by partial inventories).
16. If all the collections subject to inventory have not been completely inventoried within the past 10 years, what are the plans for inventorying the remainder? (If the collections are so large that you conduct inventories by statistical sampling, explain your methodology.)
-  17. Attach a sample copy of a completed set of collections documentation records, including accession, catalog, and inventory information, for an object in the collection. If you have more than one type of catalog record (e.g., for different collection types), include a sample of each. **(Attachment #24, required)**
18. Where and how are the collections records stored at the museum?
19. a. Does your museum maintain duplicate collections records?
- No
 - Yes—answer C. 19. b.
- b. If the museum does maintain duplicate collections records, is at least one set of records stored off-site?
- No
 - Yes—answer C. 19. c.
- c. If duplicate collections records are stored off-site, describe:
- Which records
 - Where the duplicate records are stored
 - How often the records are updated
- Deaccessioning**
20. a. Using the definition of deaccessioning found in the glossary, has your museum deaccessioned objects in the last three years?
- Yes—answer C. 20. b–c.
 - No—skip to question C. 21.
- b. If yes, describe the individual items or groups of objects, as appropriate. Describe the reason for deaccessioning and the method of disposition for each item or group of objects. (If the recent deaccessions are too numerous to list here, please summarize the nature of the items.)
- c. List (by position titles and/or committee names) who must approve a deaccession in the order in which the approval takes place.
-  21. Attach a deaccession form or other written documentation used for deaccessioning purposes. If the museum has deaccessioned material using this form, attach a copy of a completed form; otherwise attach a blank form. **(Attachment #25, required if the museum has policies that allow deaccessioning)**
- ?** 22. a. What, by policy, does the museum allow funds from deaccessioning to be used for? Check all that apply.
- Purchase of new collections
 - Acquisition of new collections by other means (e.g., collecting expeditions)
 - Conservation treatment of collections

- Direct care (if you have defined this more precisely, explain):
- Preservation (if you have defined this more precisely, explain):
- Capital purchases of equipment directly related to collections care (e.g., storage cases, HVAC)
- Capital improvements to the building (new building, expansion, roof repairs, etc.)
- Nonsalary operating budget purchases directly related to collections care (e.g. archival materials and supplies)
- Personnel costs (in house or contract) directly related to collections care (e.g., salaries and benefits of curators, registrars, conservators, etc.)
- No restrictions
- Other: _____

b. Has the museum ever violated its policies on use of proceeds resulting from deaccessioning?

- No
- Yes—answer C. 22. c.

c. If yes, give details and describe any steps taken to prevent this from recurring.

Lending

23. a. Does your museum lend objects from the collections?

- Yes—answer C. 23. b-e.
- No—skip to question C.24

If yes,

b. Summarize the sections in your museum's collections management policy(ies) that address:

- Criteria concerning object to be loaned
- Criteria concerning eligible borrowing institutions
- Who, by position title and/or committee names, is involved in making the decision to lend collections and approving the loan (in the order in which approval takes place)

c. Who will you lend to? Check all that apply.

- Nonprofit museums
- For-profit museums
- Nonmuseum educational nonprofit organizations
- Nonmuseum for-profit organizations
- Individuals (if so, explain): _____
- Policy does not specify who we will lend to
- Other (specify): _____

d. In the last three years, to which of the following have you loaned objects? Check all that apply.

- Nonprofit museums
- For-profit museums
- Non-museum educational nonprofit organizations
- Nonmuseum for-profit organizations
- Individuals (if so, explain): _____
- Other (specify): _____

{ Collections Stewardship }



- e. Attach a sample copy of an outgoing loan agreement. If the museum has loaned material using this form, attach a copy of a completed form; otherwise, attach a blank form. If different types of agreement are used for different borrowers, include one of each type. **(Attachment #26, required if the museum will, by policy, make outgoing loans)**

Museums that **do not** own or manage, but **do** borrow collections, answer the rest of this section from this point on.

Museums that **do** own or manage collections also answer all the remaining questions in this section.

Borrowing

24. a. Does your museum borrow objects from other institutions?

- No
 Yes—answer C. 24. b–d.

b. If yes, summarize the sections in your museum's collections management policy that address:

- Criteria concerning material to be borrowed
- Care, documentation, and control of borrowed objects
- Who, by position title and/or committee name, is involved in making the decision to accept a loan (in the order in which approval takes place)

c. Summarize your museum's incoming loan activity for the last three years.



- d. Attach a sample copy of a completed incoming loan agreement. **(Attachment #27, required if the museum, by policy, borrows collections.** If the museum has borrowed material using this form, attach a copy of a completed form; otherwise, attach a blank form.)

D. Collections Exhibition & Storage Spaces

1. Where are collections exhibited or displayed? Check all that apply.

- Dedicated public exhibition spaces
- Galleries
 - Period rooms
 - Historic buildings/structures
 - Throughout a natural or interpreted landscape
 - Other (specify): _____
- Other public areas
- Lobbies/lounges
 - Hallways
 - Stairwells
 - Libraries
 - Food service areas (cafes, restaurants, etc.)
 - Classrooms
 - Other (specify): _____
- Nonpublic areas:
- Staff offices
 - Board room

- Common areas
- Other (specify): _____
- Other (specify): _____

2. List each of the museum's collections storage locations (building and/or room) and for each, briefly describe:

- Types of items stored there
- Environmental and light controls
- Security and access
- How objects are stored

(Note: Questions about fire suppression in collections storage areas are in section IX: Facilities & Risk Management.)

E. Preservation & Conservation Practices

1. Describe the types of records kept on the condition of objects in the collection.



2. Attach a sample copy of a completed condition report form. (**Attachment #28, required**)

3. Using this checklist, indicate measures taken to protect museum collections on exhibition, in storage, on loan, and during travel (internal or external) from the six agents of deterioration listed below. Check all that apply and provide details where indicated. (Note: Fire Protection is addressed in section IX: Facilities & Risk Management.)

Direct physical forces

a. Damage from handling/physical contact

- Training
 - In-house
 - Outside courses
 - Videos
 - Written materials (manuals/articles/procedures)
 - Other (specify): _____
- Equipment
 - Gloves
 - Carts
 - Packing materials
- Signage to deter touching or climbing
- Guards/gallery monitors/docents
- Motion detectors
- Alarms
- Other (specify): _____

b. Natural disasters (earthquakes, tornadoes, hurricanes, wildfires, etc.)

- Section(s) devoted to collections in the emergency/disaster preparedness plan
- Training and drills

{ Collections Stewardship }

- Disaster response carts
- Special storage/display mounts or cabinetry (specify): _____
- Other: _____

Water

c. Water

- HVAC system alarms
- Collections stored above ground level
- Water pipes not routed above exhibits or collections storage
- Water pipes not routed in exhibits or collections storage
- Water sensor alarms in storage areas
- Plastic drapes on vulnerable cases or shelving
- Other: _____

Pests (rodents; insects and other arthropods; mold, fungi, bacteria, and other microorganisms)

d. Integrated Pest Management* program

e. Monitoring

- Regularly-scheduled inspection of collections, storage, and exhibit areas
- Traps

f. Treatment of objects

- Heat
- Cold
- Anoxic environments
- Chemicals (specify): _____

g. Barriers

- Sealing building envelope
- Pest-resistant storage cases/packaging/storage furniture/object enclosures
- Design of landscaping
- Design of external lighting

h. Chemical treatment of building (or areas of building)

Name of chemical(s): _____

- Regularly-scheduled treatments.
Specify schedule: _____

- On detection of infestations

i. Prohibition of selected materials in collections/storage areas (e.g., food, flowers)

j. Other (describe): _____

Contaminants

k. Dust, dirt, pollution, chemicals

- HEPA* filters on air handling system
- Regular (non-HEPA) filters on air handling system
- Regularly scheduled cleaning/replacement of filters
- Pollution-absorptive materials in exhibit/storage cases (e.g., silver cloth)
- Dust filters in display cases
- Regular dusting
- Dust covers on collections storage shelves
- Other (specify): _____

Light

l. Ultraviolet and visible light

- UV film or screens on windows and other natural light sources
- UV filters on fluorescent light sources
- Shades and drapes on windows and other natural light sources
- Maintain light levels appropriate to particular materials
- Highly light-sensitive objects rotated on exhibit regularly
- Lights kept off in storage areas when unoccupied
- Other (describe): _____

m. Are any light sources in collections or exhibit areas not controlled by any of these methods? If so, describe.

n. Describe how light levels are measured (e.g., type of equipment), whether this data is recorded, and how often measurements are taken.

Temperature and Relative Humidity (more detail is collected below in part F)

o. Climate control

- Monitoring of temperature
- Control of temperature
- Monitoring of relative humidity
- Control of relative humidity
- Creating micro-climates

? F. Environmental Monitoring and Control

1. a. Indicate the type and location of your environmental control systems by placing an X in appropriate cells. Indicate all that apply. Modify the column headings or add columns as needed to make this applicable to your spaces.

	Dedicated public exhibition spaces	Other public areas	Collections storage areas (if more than three, duplicate this column for each of the others)			Other nonpublic areas	Other space (specify)
Centralized temperature control							
Local air conditioning (e.g., window units)							
Local heating (e.g., space heaters)							
No temperature control							
Centralized humidity control							
Local humidity control (e.g., humidifiers, dehumidifiers)							
Manual control (e.g., opening or shutting doors, windows)							
No RH control							

b. If necessary, explain or clarify anything about your answers in the chart.

2. a. Describe how the museum monitors and records temperature and relative humidity on a regular, ongoing basis, using the chart below. Check all that apply.

Location	Monitored	Recorded	Method	Frequency
Exhibition galleries/spaces	<input type="checkbox"/> Temperature <input type="checkbox"/> Relative humidity	<input type="checkbox"/> Temperature <input type="checkbox"/> Relative humidity	<input type="checkbox"/> Recording hygrothermograph <input type="checkbox"/> Psychrometer <input type="checkbox"/> Hygrometer <input type="checkbox"/> Data logger	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Continuously
Collections storage/holding spaces	<input type="checkbox"/> Temperature <input type="checkbox"/> Relative humidity	<input type="checkbox"/> Temperature <input type="checkbox"/> Relative humidity	<input type="checkbox"/> Recording hygrothermograph <input type="checkbox"/> Psychrometer <input type="checkbox"/> Hygrometer <input type="checkbox"/> Data logger	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Continuously
Display cases holding environmentally sensitive material	<input type="checkbox"/> Temperature <input type="checkbox"/> Relative humidity	<input type="checkbox"/> Temperature <input type="checkbox"/> Relative humidity	<input type="checkbox"/> Recording hygrothermograph <input type="checkbox"/> Psychrometer <input type="checkbox"/> Hygrometer <input type="checkbox"/> Data logger <input type="checkbox"/> Other	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Continuously

b. Are records of these measurements kept on file?

- No
 Yes—answer F. 2. c.

If yes, these records should be available for inspection by your Visiting Committee during the site visit.

c. If yes, for how long?

3. Complete the table below with temperature and humidity recordings in the following collections exhibition and storage areas (expand table as needed). If you have no record of these figures, answer DK (Don't Know).

Location (if you have multiple storage or exhibit areas with very different conditions, detail each one; expand chart as needed)	Min/Max Goals/ acceptable levels	Ranges (recorded) during most recently completed spring/summer season	Ranges (recorded) during most recently completed fall/winter season	Greatest Variation % within a 24-hr. period during most recently completed spring/summer season	Greatest Variation % within a 24-hr. period during most recently completed fall/winter season
Collections Storage:					
Collections Storage:					
Exhibit Area:					
Exhibit Area:					
Exhibit Area:					

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4. Who, by position title(s), is responsible for monitoring the environmental conditions and making decisions about settings/adjustments?

G. Conservation Policies and Planning

1. Describe your museum's collection conservation program. Explain how you assess and prioritize the collection's conservation needs and your plans for addressing these needs. In your response, please include:

- Who is involved in the process
- Frequency of conservation planning, review, and update
- How your museum gathers information to consider in making conservation decisions

2. a. Does your museum have a conservation plan as a distinct document?

- No
- Yes—answer G. 2. b-c.

b. If yes, name and approval date of document: _____



c. If yes, attach a copy of the conservation plan. **(Attachment #29, if available)**

3. Does your museum have a written policy concerning access to and use of the collection?

- Yes—name and date of document (or document/policy in which it is found):

- No



4. a. Does the museum house artifacts in historic structures?



- No
- Yes—answer G. 4. b.

b. If yes, describe efforts to balance the conservation needs of the artifacts (for example, the need for climate control or fire suppression) with the preservation needs of the structures.

H. Security (see section IX: Facilities and Risk Management)

VII. Education & Interpretation

A. Interpretive Philosophy, Strategy, & Content

1. Describe your museum's interpretation* (e.g., scope, themes, and goals).
2. a. Has the museum codified in writing what it will interpret and how (e.g., in an interpretive plan*, education master plan*, etc.)?
 - No
 - Yes—answer A. 2. b-c
- 
 b. If yes, list the document name(s) and date(s): _____
- 
 c. Attach a copy(ies). (**Attachment #30, if available**)
3. How does the museum develop, assess, and revise its interpretation? In your response, please include:
 - Who is involved in the process, both internally and externally
 - Frequency of planning, review, and update; date this was last done
 - How your museum gathers information to make decisions and improve operations in this area
 - How priorities are identified
 - Two or three recent examples of strategies* used that advance the museum's educational goals

B. Audiences

1. a. Describe the museum's current audiences* and target audiences.*
 - b. If there are any target audiences you are not reaching, describe efforts being made to reach out to them.
2. How do you collect information about who comes to the museum? Check all that apply:
 - Guest book
 - Visitor surveys
 - Membership surveys
 - Mailings
 - Donation data
 - Store sales data
 - Program registration forms
 - Ticket sales data
 - Informal observation by front-line staff
 - No data collected on who comes to the museum
 - Other (specify): _____
3. What methods has the museum used in the past three years to ascertain the needs and opinions of its audiences and community? Check all that apply.
 - Surveys
 - Of the general public
 - Of visitors
 - Of members
 - Of target groups
 - Comment book/box

{ Education & Interpretation }

- Informal inquiry (by staff and/or governing authority members)
 - Of visitors
 - Of the general public
- Focus groups
- Advisory groups
- Town meetings
- Annual meeting for members
- Inclusion of audience/community members in planning teams
- Other (specify): _____
- Other (specify): _____

4. Give one or two recent examples of how the museum used information gathered through the methods checked in question B.3 above to make decisions about interpretation.

C. Methods of Delivery

Museums with living collections and museums with preserved, restored, or recreated historic interiors and landscapes should substitute appropriate terminology to respond to the intent of the questions.

1. Check all the ways the museum delivers its educational and interpretive content.

- Permanent exhibits*
- Temporary exhibits* organized by your museum
- Traveling exhibits from other institutions
- Mission-related public events (lectures, films, etc.)
- Resource room(s)
- Hands-on station(s)
- Traveling trunks/rental kits
- Academic classes for credit
- Art/craft/equipment demonstrations
- Docent-guided tours
- 1st-person interpreters
- 3rd-person interpreters
- Self-guided tours: signage and/or printed guide
- Self-guided tours: personal audio device
- School activities: at the museum
- School activities: at schools or other sites outside the museum
- Outreach to groups other than schools
- Collections available for research
- Archives or library available to public
- Printed publications with interpretive/educational content
- Educational/interpretive content on Web site
- Collections information on Web site
- Other on-line databases on Web site
- Nonprint media (videos, CD-ROMs, DVDs, etc.)

- Use of multi-media in exhibits
- Theater (projections, live performance, etc.)
- Broadcasts (TV, radio, web)
- Other (specify): _____

Exhibits

? 2. a. What types of exhibits has the museum offered at some point in the last 12 months?

Check all that apply.

- Permanent/long-term*
- Temporary* (nontraveling)
- Traveling*: developed by the museum and shown on site
- Traveling: developed by other institutions

b. Very briefly describe them.



3. Attach a list of titles and dates of the exhibits offered by the museum in the last three years, grouped by the following headings. **(Attachment #31, required)**

- Permanent/long-term exhibits
- Temporary exhibits (nontraveling)
- Traveling exhibits developed by the museum (shown at the museum and/or loaned to other venues; if loaned, indicate venues where shown)
- Traveling exhibits developed by other institutions and displayed at the museum

? 4. Provide a few specific examples of how the museum's exhibit designs are appropriate for its audiences and educational goals.

5. a. Does the museum have written exhibit policies?

- No
- Yes—answer C. 5. b-c.

b. List document names and dates: _____

? c. What topics do they cover?

- Artists' rights
- Copyright/intellectual property
- Exhibiting borrowed objects
- Content guidelines
- Obscenity
- Sponsorship
- Business support
- Individual donor support
- Lender involvement in exhibitions
- Live animals/plants
- Endangered species
- Invasive species
- Wild collected specimens

{ Education & Interpretation }

- Display of human remains
- Display of culturally sensitive materials
- Other: _____

6. Who, both internally and externally, is involved in developing the interpretive content of exhibitions developed by the museum? Check all that apply.

a. In-house

- Curators
- Educators
- Evaluators
- Director
- Board/board committee
- Other: _____

b. Outside expertise

- Independent curators/educators
- Curators/educators from other museums
- Other subject matter experts
- Teachers
- Advisory committee (or other like group)
- Other: _____

7. If the museum has preserved, restored, or recreated historic interiors, does it have a furnishing plan*?

- a. No
 Yes—answer C. 7. b.



b. If yes, attach a copy (**Attachment #32, if available**) and cite the date: _____



8. Attach images of exhibits to illustrate various exhibition design techniques used in galleries, other interiors, interpreted landscapes, other exterior settings. (**Attachment #47b, required**)

Programs for the Public, Students, and Educators



9. Describe the scope of the museum's program offerings in the last two years. Include a summary of on- and off-site programs, those created for special audiences, etc.

10. Provide a few specific examples of how the programming techniques and methods used are appropriate to the museum's educational goals and audiences.



11. Attach images that illustrate the museum's live interpretive activities in action (e.g., programs, outreach, demonstrations, tours, interpreters, classes, etc.). (**Attachment #47c, required**)

Internet-related Interpretative Activities

12. a. Does your museum use the Internet to offer interpretation?

- No
- Yes

b. If yes, provide a brief summary of the interpretive content you offer through the Internet.

Interpretive Publications and Non-Print Media (print, audio, electronic)

13. What kind of interpretive publications/nonprint media has the museum produced in the past three years? Check all that apply. (Do not include general newsletters, calendars, event invitations, etc.; only include publications with interpretative content.)

- Catalogs (for permanent, traveling, or temporary exhibits)
- Other books
- Take-away exhibit brochures/gallery guides
- In-house use exhibit brochures/gallery guides
- Periodicals/scholarly journals
- Videos, DVDs, CD-ROMs
- Audio recordings (cassette, CD, etc.)
- Other: _____



14. Attach a list of museum publications and nonprint media (print, audio, electronic) produced in the past three years. List name, format, and date. **(Attachment #33, required)**

Access

15. Which of the following methods does the museum use to help ensure its interpretive activities are physically accessible to people with different physical abilities? Check all that apply.

- Wheelchairs available
- Wheelchair-accessible exhibit design
- Wheelchair-accessible doorways
- Curb cuts
- Braille labels or exhibit guides
- Audio tours
- Assisted-listening devices
- Large print-labels or exhibit guides
- Closed captioning on videos
- Sign language interpreters
- Special tours
- Accessible building design
- Elevators
- Automatic door openers
- Other (specify): _____

16. Which of the following methods does the museum use to help ensure its interpretive activities are intellectually accessible to the widest possible audiences? Check all that apply.

- Tiered labeling written for a range of reading levels
- Exhibits designed to accommodate various learning styles
- Multiple formats (e.g., text-based, interactive, audio/video components, etc.)
- Foreign language translation
- Signage in multiple languages
- Other (specify): _____

D. Developing Interpretive Content

1. Which of the following sources does the museum use in developing content for interpretation?

Check all that apply.

- Original research* (be sure to answer part E below)
- Scholarly publications
- Popular publications
- Oral history research
- Staff expertise
- Outside consultants: volunteer
- Outside consultants: paid
- Advisory committee(s)
- School curriculum guides/state standards of learning
- Other (specify): _____

? E. Content-Related Original Research

(This section is only for museums that do original research*. This does not include marketing or audience research, visitor surveys, etc.)

1. a. Does your museum conduct original research (i.e., primary, scholarly)?

- No—skip to section F: Marketing and Promotion
- Yes—answer E. 1. b.

b. If yes, describe:

- Recent research activity
- How research priorities are selected
- How results are used or disseminated




2. Attach a list of staff research results published in publications other than the museum's (e.g., books, popular or scholarly journals) during the last three years. **(Attachment #34, required)**
(Research self-published by the museum should be listed in the attachment in question C. 14. above)

F. Marketing and Promotion


1. How do you promote your organization, programs, and exhibits? Check all that apply.

- Banners
- Brochures/rack cards
- Mailings to members
- Mass mailings to nonmembers
- Media openings for exhibits
- Chamber of Commerce
- Convention and Visitors Bureau
- Museum newsletter/calendar
- Paid advertising
 - Outdoor (e.g., billboards, kiosks)
 - Print
 - Radio

- Television
- Other: _____
- Press Releases
- Promotional partnerships
- Public service announcements (radio or television)
- Web site
- Other: _____

-  2. Attach a copy of the most recent museum program/exhibit/events calendar. (**Attachment #35, required**)

G. Sample Materials

- ? ** 1. Attach a few samples of the following materials. Include a maximum of four samples for each of the three categories. (**Attachment #36a-c, required**)
- a. promotional materials (e.g. program announcements, exhibit brochures, etc.) that illustrate the scope of the museum's interpretive offerings
 - b. materials that illustrate the range of programs for students and teachers
 - c. museum publications and/or nonprint media materials

SAMPLE

VIII. Financial Stability

NOTE: If your museum's finances are separately budgeted and/or tracked by more than one organization (e.g., museum is partially funded by a city and partially funded by a separate 501(c)3), you are expected to provide financial data on the total operating and nonoperating expenses and income related to the museum, not just the portion from one source. A separate breakdown of how much of the overall income/expenditures are attributable to each organization is also needed.

A. Budget & Financial Management

1. Discuss the budget* development process. Please include:

- Who is involved in the process
- Frequency of financial planning, review, and update
- What period of time is covered by the budgeting and financial planning/forecasting
- How your museum gathers information used in budgeting and financial planning
- How the budget is tied to the institutional plan



2. Attach a copy of the current fiscal year's budget(s), approved by the governing authority, for operating* and nonoperating* income and expenditures. **(Attachment #37, required)**



3. Attach a copy of the audited financial statements for the last two fiscal years, including management letters issued with the audits. If an audited statement is not available for the most recently completed fiscal year, you may attach the unaudited year-end financial report. **(Attachment #38, required)**

4. Complete the following chart for the current fiscal year and five most recently completed fiscal years; please begin with the current fiscal year in the left-hand column and work backwards.

	Current FY 20__ (figures should match those provided in section II. 17.) Budget figures ↓	FY ____ (figures should match those provided in section II. 17.) Actual figures ←	FY ____	FY ____	FY ____	FY ____
Total operating income* (excluding noncash contributions)						
Total operating expenses*						
Net surplus (deficit)						
Nonoperating income*						
Nonoperating expenditures*						
Estimated market value of institutional endowment(s)* at year end						

{ Financial Stability }

- ? 5. Explain any major changes, trends, or variations in the figures above. It is particularly important that you comment on any persistent or growing deficits and explain what the museum is doing to address this issue.
- 6. Describe additional support, including noncash contributions and in-kind services that are not reflected in the financial summary above. Please indicate who provides these resources.
- 7. Describe any major capital expenditures* (e.g., new construction, equipment purchases, site development, and other project expenses) that are part of the nonoperating expenditures in the figures above.
- 8. a. Indicate what percentage of the total operating income each of the following sources represents for your museum's most recently completed fiscal year.

Source	Percent of operating income
Government* (appropriation, tax revenue, etc.)	
Private* (contributions)	
Earned* (membership, admissions, etc.)	
Investment* (endowment income, securities, etc.)	

- b. Identify any specific income sources that provide 20 percent or more of your operating income (e.g., membership, museum store, food services, space rental, endowment), and estimate the percentage of income each source provides. Expand the chart as necessary.

Specific income source	Percent of operating income

- 9. a. Does the museum have an endowment*?
 - No
 - Yes
- b. If yes, what is the spending policy or annual draw?
- ? 10. a. Does your museum capitalize its collections (as allowed for by the Statement of Financial Accounting Standards No. 116/117: *Accounting for Contributions Received and Contributions Made issued by FASB* or by Statement no. 34 of the GASB*: Basic Financial Statement—and Management's Discussion and Analysis—for State and Local Governments*)?
 - Yes—answer 10. c.
 - No—answer 10. b.

b. If no, does the museum restrict its use of funds resulting from deaccessioning to acquisition of new collections, as required by FASB*/GASB*?

- No
- Yes

c. If yes, why?

? 11. Identify what percentage of the museum’s total operating expenditures are devoted to each of the following three categories.

Category	Percent of operating expenditure
Program services*	
Management and administration*	
Fund raising*	

12. What financial challenges and barriers does your museum face? How are you addressing them?

13. Who, by position title and/or committee name, is responsible for financial controls and management (including accounting, investments, and audits)? Include both members of staff and the governing authority.


14. a. Does your museum have a written investment policy?

- No
- Yes

 b. If yes, attach a copy. (**Attachment #39, if available**)

15.a. When does your museum produce an annual report?

- Never
- Every year
- Sometimes

 b. Attach copies of reports produced in the last three years. (**Attachment #40, if available**)

B. Development

? 1. Provide specific examples that illustrate the governing authority’s commitment to ensuring adequate financial resources for your museum.

2. a. Does your museum have membership/donor programs?

- Yes—check all that apply and answer 2. b-c.
 - Run by museum
 - Run by an external support group (i.e., among those listed in section V: Leadership & Organizational Structure, E. 2.
 - Run by another entity: _____
- No—skip to question B. 3

{ Financial Stability }

b. List the name of each membership/donor program, briefly state its purpose, and indicate the number of members at each membership/donor level offered (do not list benefits).



c. Attach printed descriptive materials pertaining to the membership/donor programs (should include dues and benefits structure for each program). **(Attachment #41, if available)**



3. a. Does your museum have a written policy for developing and managing individual donor support (either a separate policy or as part of a larger one)?

No

Yes—answer B. 3. b-c.

b. If yes, list the document's name and date: _____



c. Attach a copy (or excerpt of the relevant section from the larger policy) of the written policy for developing and managing individual donor support. **(Attachment #42, if available)**



4. a. Does your museum have a written policy for developing and managing business support (either a separate policy or as part of a larger one)?

No

Yes—answer B. 4. b-c.

b. If yes, list the document's name and date : _____



c. Attach a copy (or excerpt the section from the larger policy) of the written policy for developing and managing business support. **(Attachment #43, if available)**

5. a. What are the museum's financial priorities for the next three to five years? Check all that apply.

Build operating endowment

Build other endowment; list fund purpose: _____

Increase earned income

Reduce/eliminate debt

Strengthen overall financial health and stability

Capital campaign

Raise funds for other special project or identified need (explain briefly): _____

Increase cash reserves

Other (explain briefly): _____

b. For the priorities checked above, explain what plans/strategies are in place to secure the additional funds.

6. a. Does the museum have separate, donor-restricted endowments devoted to purposes more specialized than providing general operating support for the museum?

- No
- Yes

b. If yes, what purposes does the income from them support? Check all that apply.

- Collections acquisition
- Collections care/conservation*
- Salary for a designated position (e.g., director, curator)
- Scholarships/fellowships
- Free admission
- Specific program (or type/series of programs)
- Other (specify): _____

7. Use the following chart to summarize the total dollar amount of gifts and grants (including federal grants) received for the five most recently completed fiscal years and how they are allocated. Please begin with the most recently completed year in the left-hand column.

Gifts and grants for:	FY_____	FY_____	FY_____	FY_____	FY_____
Operating					
Endowment					
Capital campaigns/ projects					
Other					

8. Use the following chart to list what you consider to be key grants your museum has received during the three most recently completed fiscal years. Expand the chart as needed.

Fiscal year	Grantor	Purpose/project title	Amount

IX. Facilities & Risk Management



A. Physical Facilities

1. a. What is the total number of buildings your museum owns or uses? _____
- b. Use the following chart to list the buildings or groups of buildings used by the museum (for either museum or nonmuseum functions, such as an income-generating rental property). Expand the chart as needed.

Facility name	Square footage	Current use	Date built	Condition: excellent good, fair, or poor	Owner (if other than museum)	Is it a shared use facility? Yes/No (If yes, complete 1. c.)

- ? c. If any of the facilities are shared with another organization or serve a nonmuseum function, describe the situation.
- ? 2. Complete this chart with the approximate square footage devoted to each of the functions listed and the percentage of the museum's overall space.

Functional area	Square footage	Percentage of overall space
Exhibitions		
Collections storage		
Public/school programs		
Visitor services		
Offices/administration		
Library		
Mechanical areas		
Other:		

-  3. Attach a copy of the museum's floor plan and/or site map. **(Attachment #44, required)**
- ? 4. a. Has your museum completed the RC-AAM Standard Facility Report for the museum's buildings?
- No
- Yes—date last updated: _____
-  b. If yes, attach a copy. **(Attachment #45, if Available)**

{ Facilities & Risk Management }

5. Indicate whether the museum has the following documents that guide the management and maintenance of its structures and grounds. If applicable, cite the document's date and the title assigned to it by the museum.

(Do not attach copies of these documents—have them available for inspection by the Visiting Committee during the visit.)

Cyclical maintenance plan*	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: Name:
Historic structure master plan* or restoration/preservation plan	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: Name:
Grounds or land management plan*	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: Name:
Landscape plan*	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: Name:
Land conservation plan	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: Name:
Master facility/site plan*	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: Name:
Historic structures report	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: Name:
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: Name:



6. Attach images (**Attachment #47d, required**) of the museum's facilities, including, as applicable:

Outdoors:

- Grounds
- Building exterior(s)
- Public areas
 - Galleries/exhibit spaces
 - Classrooms/studios/programming spaces
 - Sales area(s)
 - Café/restaurant
 - Auditorium
 - Other public areas

- Nonpublic areas
 - Collections processing and storage
 - Mechanical areas (e.g., HVAC equipment, boiler, electrical closet, etc.)
 - Laboratories
 - Offices
 - Workshops
 - Loading dock/receiving area
 - Other nonpublic areas

B. Risk Management

Inspections, training, and practice

- ? 1. a. Use the chart and questions below to detail the current status of the museum’s fire and health/safety inspections and any other inspections conducted (e.g., food service, live animal care, etc.). Expand the chart as needed.

Type of inspection	Who conducts the inspection? Give name of the outside agency/vendor or in-house department/person	Date of last inspection	Check if any deficiencies were cited	Check if all deficiencies were corrected (if not all corrected, detail in B. 1. b.)
Fire-related				
• Extinguishers			<input type="checkbox"/>	<input type="checkbox"/>
• General fire inspection			<input type="checkbox"/>	<input type="checkbox"/>
• Fire alarm system(s)			<input type="checkbox"/>	<input type="checkbox"/>
• Sprinkler systems (if applicable)			<input type="checkbox"/>	<input type="checkbox"/>
Health and safety-related				
• General Health & Safety			<input type="checkbox"/>	<input type="checkbox"/>
Others, as applicable			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

- b. For any currently outstanding health and safety deficiencies, describe the problem(s) and what steps are being taken to remedy them.
- c. Describe any measures other than inspections that the museum uses to assess its health and safety program for staff, volunteers, and visitors (e.g., internal protocols, reviews, etc.).

{ Facilities & Risk Management }

2. What health and safety training is provided to staff and volunteers? Check all that apply and complete the chart for those items. Expand the chart as needed.

Type of training	Date of most recent training	Who conducted the training? (e.g., museum staff, fire chief, campus police, Red Cross)	Who received the training? (e.g. all staff, specific dept. staff)
<input type="checkbox"/> CPR			
<input type="checkbox"/> Automated external defibrillator (AED)			
<input type="checkbox"/> Personal safety			
<input type="checkbox"/> Handling of toxic substances			
<input type="checkbox"/> Hazards Communication Act/Material Safety Data Sheets			
<input type="checkbox"/> First aid			
<input type="checkbox"/> Emergency/disaster preparedness and recovery			
<input type="checkbox"/> Use of fire extinguishers			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			

3. a. Does the museum practice implementing its emergency/disaster preparedness and recovery plans?

- No
- Yes—answer B. 3. b.

b. If yes, check off the types of practice done in the past three years:

- Fire drill
- Other drill (specify): _____
- Dry run
- Simulated emergency situation
- Other: _____

Plans

? 4. Indicate the date of the museum’s emergency preparedness/disaster plan, and indicate which topics are covered in the plan.

a. Most recent date of approval or review: _____


b. Contents—check all that apply

- Emergency preparedness/response procedures
 - General guidelines
 - Safeguarding records
 - List/locations of emergency supplies
 - Accidental damage
 - Animal escape/bite

- Armed attack or gun situation
- Bomb threat
- Civil disturbance
- Earthquake
- Environmental emergency
- Fire
- Flood
- Hazardous materials
- Hostage situation
- Hurricane
- Mechanical failure
- Medical/health emergency
- Mold
- Neighboring emergency
- Nuclear disaster
- Pests
- Power loss/energy cutback
- Security/theft/vandalism
- Structural failure
- Terrorism
- Tornado/wind storm
- Other: _____
- Emergency response: institution-specific information
 - Building floor plan
 - Chain of command
 - Collection priorities
 - Community emergency information
 - Computer backup procedures
 - Emergency contacts/call list
 - Emergency resources/suppliers
 - Evacuation procedures
 - Staff responsibilities/assignments
 - Public relations plan
 - Other: _____
- Emergency recovery/clean up procedures
 - for collections
 - for historic structures
 - for nonhistoric structures
 - for business operations
- Forms and checklists
 - Accident report

{ Facilities & Risk Management }

- Bomb threat reports
- Chemical exposure report
- Condition report
- Incident report
- Maintenance checklist
- Recovered property report
- Response checklist
- Suspicious persons report
- Threats by telephone report
- Other: _____
- Review and update of plan
- Staff training
- Other (specify): _____
- Other (specify): _____

-  5. Attach a copy of the museum's emergency/disaster preparedness plan (that covers staff, visitors, and collections). **(Attachment #46, required)**

Fire Protection

6. Who does the fire alarm system alert? Check all that apply.
- In-house central station (proprietary system)
 - In-house audible devices
 - Local fire station (city or campus)
 - UL certified* or FM approved* central station
 - Other (specify): _____

7. Indicate the type(s) and locations of fire suppression systems in operation by placing an X in the appropriate cell. Indicate all that apply.

	Exhibit areas	Other public areas	Collections storage	Offices	Other (specify)
a. Sprinklers					
Wet pipe					
Dry pipe					
Delayed action					
Pre action					
Other (specify):					
b. Gaseous fire suppression systems					
Halon					
Clean agent					
Other (specify):					
c. Portable fire extinguishers (answer B. 7. d. if you use extinguishers)					
d. If portable fire extinguishers are used, specify type (e.g., pressurized water, carbon dioxide, dry chemical, foam, acid, Halon, other).					

Health and Safety for Visitors

8. In addition to the inspections, plans, training, and fire safety measures detailed above and OSHA/ code requirements, what other measures are employed to help ensure the health and safety of visitors, particularly children? Check all that apply.

- Regular sanitizing of items or equipment designed to be hands-on (e.g., kiosk buttons, computer keyboards, reproductions, play/activity areas, etc.)
- Monitoring and repair of exhibit components for broken parts that pose a hazard
- First-aid kit locations clearly marked and easily accessible in public areas
- Automated external defibrillator (AED) available
- Panic/help buttons
- Emergency phones installed in public areas
- Other: _____

Security—General

9. By job title, who is responsible for security in your museum?

10. Which of the following security measures are used in your facilities? Check all that apply.

- Automated alarm system
 - Door and window contacts
 - Motion detectors
 - Glass breakage detection
 - Alarms on cases/specific objects
- Central monitoring of alarms within the building
- Monitoring of fire and security alarms at an off-site location
- Closed-circuit television surveillance
- Videotaped surveillance
- Written key control procedures
- Written building access procedures
- Proprietary keyway*
- Sign-in/sign-out sheets
- ID badges
- Fencing of grounds
- Gates to grounds
- Staff supervision of researchers
- Bag check for visitors
 - Upon entry
 - Upon exit
- Bag check for staff
 - Upon entry
 - Upon exit
- Security personnel in galleries

{ Facilities & Risk Management }

- Security personnel stationed at entrances and exits during open hours
 - All entrances
 - Some entrances
 - All exits
 - Some exits
- Patrol of premises by security personnel
 - When open to public
 - When closed to public
- Other (describe): _____

11. Describe the types, number, and assignments of people performing security functions for the museum using the chart below. Check off all types of security personnel used and the number of people in each category, and place an X in the appropriate cells to indicate when each type of security personnel are on duty.

Type	Total number employed	Place an X in the appropriate cells to indicate when personnel are on duty			
		Public hours	When closed to public but staff on premises	When closed to all	During special events held during nonpublic hours
a. <input type="checkbox"/> Paid security staff employed by your museum					
b. <input type="checkbox"/> Volunteer security staff working for the museum					
c. <input type="checkbox"/> Paid museum staff with other primary functions (receptionist, docent) also filling security roles					
d. <input type="checkbox"/> Volunteer museum staff with other primary functions (receptionist, docent) also filling security roles					
e. <input type="checkbox"/> Contract security staff from an outside service company					
f. <input type="checkbox"/> Security staff from a parent organization (e.g., university, city government, park service)					
g. <input type="checkbox"/> Students					
h. <input type="checkbox"/> Person who lives on the premises (on the grounds or in the museum)					
i. <input type="checkbox"/> Other (specify):					

12. Briefly describe how people performing security functions are recruited, screened, trained, and supervised. Cover all security personnel types you checked off in the chart above.

?

Security—Collections

13. Describe the security measures in place for collections on exhibit, in storage, and in loading, holding, or preparatory areas. Your answer should include, but not be limited to, access/key control, alarms, locking systems, and monitoring.

- 14.a. Is the authority to remove collections from the museum limited to certain staff?

- No
 Yes—answer B. 14. b.

- b. If yes, indicate who, by position title, is authorized to remove collections from the museum.

15. How is the movement of collections objects documented? Check all that apply.

- Records on internal movement and relocation of objects are maintained
 Objects entering or leaving the museum are signed in and out
 Bar coding and scanners
 Other (specify): _____

Insurance

16. What is covered under your insurance policies? Check all that apply.

- Structures
 Contents (other than collections)
 Collections/exhibits on loan to museum
 Collections/fine art owned by the museum
 Transit
 Loss of business revenue
 General liability
 Directors and officers' liability
 Workers compensation
 Automobile
 Event cancellation
 Terrorism
 Other (specify): _____

C. Visitor Services & Amenities

1. What services and amenities does the museum offer its visitors? Check all that apply.

- Self-serve or cafeteria style restaurant
 Full service restaurant
 Vending machines
 Catering

{ Facilities & Risk Management }


- Museum shop(s)
- Coat/bag check
- Lockers
- Strollers
- Wheelchairs or other mobility devices
- Lounge/seating areas
- Information desk
- Visitor services staff
- Baby changing stations
- Family restrooms
- Free Parking
- Paid Parking
- Public phones

SAMPLE

X. Wrap-Up

- ?** In this Self-Study, you have provided details about your museum's operations. An accredited museum, however, is more than the sum of its parts. This section is an unstructured opportunity for your museum to tell us why your museum matters and what gives you the greatest pride. In one page or less, describe for the Commission why your museum is important, to whom it is important, and how it makes a difference.

SAMPLE

 ? **XI. List of Attachments**

- Documents listed as **required** must be submitted.
- Documents listed as **if available** should be attached if the museum has them. They are not mandatory at this time but may be in the future.
- The number in parentheses is the attachment number.
- The alpha-numeric code in brackets at the end of each listing is the corresponding question number in the relevant section of the questionnaire.
- See the appropriate sections of the Self-Study Guide for comments on the attachments.
- Documents should be assembled in **numerical** order in three-ring binders, separated by numbered tabs. See the Self-Study Guide for instructions on assembling the Self-Study for submission.

I. Signature Page—None

II. Museum Profile—None

III. Public Trust & Accountability

Required

- (1) Institutional code of ethics (date): _____ [C. 2.]

IV. Mission, Planning, & Assessing Achievement

Required

- (2) Mission* statement (date): _____ [B. 1. c.]
- (4) Institutional plan* (date): _____ (If a new plan is being developed, also include a copy of the new plan in draft form, if available, and a brief description of the steps and schedule for its completion and approval.) [C. 5.]

If available

- (3) Vision/value statement(s) [B. 4.]
- (5) Samples of tools the museum uses to assess whether it has achieved its goals (e.g., visitor satisfaction surveys, exhibition evaluations, program evaluations, focus group questions/reports, community surveys, financial/other performance indicators, etc.) [C. 9.]

V. Leadership & Organizational Structure

Required

- (6) Articles of incorporation, charter, enabling legislation, or other founding document (date): _____ [A. 2.]
- (7) Bylaws*, constitution, legislation, will, or other documentation under which the museum is governed (date): _____ [A. 4.]
- (8) IRS letter of notification regarding tax-exempt status (date): _____ [A. 6.]
- (9) If the museum has a parent organization: Documentation regarding the importance of the museum to the parent and expressing the parent organization's commitment to support the museum (e.g., resolution of permanence passed by parent; parent organization's by-laws or organizing documents; parent's organization's institutional plan; memorandum of understanding or management agreement between the parent and the museum). [B. 5.]

{ List of Attachments }

- (10) Documentation of operational relationships with other organizations integrally connected to the museum's governance or operations:
 - (a) If the museum has joint governance: Written management agreement* (e.g., memorandum of understanding, contract, etc.) that delineates the relationship between the joint governing authorities (Date and term of the agreement):
_____ [C. 2.]
 - (b) If the museum has agreements with any external, separately incorporated organizations or government entities (local, state, or federal government) that have or share key assets or responsibilities that are crucial to the museum's operations: Written management agreement (e.g., memorandum of understanding, contract, etc.) between the museum and the organization. (Date and term of the agreement): _____ [E. 2. c.]
- (11) List of current members of the governing authority [C. 7.]
- (12) Table of contents of the governance manual* (i.e., reference manual assembled for use by members of the governing authority to assist with orientation, training, and ongoing work) [C. 12.]
- (13) Evidence of delegation of authority* for day-to-day operation of the museum to the director (date): _____ [D. 2.]
- (14) Organizational chart(s) (including parent organization, governing authority, partner organization, advisory board, supporting organizations, staff, and volunteers, as applicable.) [E. 1.]
- (16) List of principal professional and administrative staff positions (including the following for each: title, incumbent's name, salary, and employment category) [E. 4.]
- (17) Position descriptions and current resumes for principal professional and administrative staff (both current and vacant positions) (# attached): _____ [E. 5.]
- (18) List summarizing staffing levels (numbers) by category (e.g., administrative, curatorial, education, security, physical plant, visitor services, etc.) [E. 6.]
- (19) Personnel policies manual (do not attach—hold for review by the Visiting Committee during the site visit) [F. 9. c.]

If available

- (15) Documentation regarding any internal, nongoverning groups that serve in an advisory capacity (e.g., resolution of the board establishing this group, statement of purpose, operating guidelines, etc.) [F. 2. c.]
- (20) Table of contents of volunteer manual [E. 16.]

VI . Collections Stewardship

Required

- (21) Management agreement* or repository agreement* for collections cared for by the museum but owned by others (required for some museums) (date): _____ [A. 5. d.]
- (47a) Visual images to illustrate the scope of the museum's collections (e.g. photos, digital image printouts) [A. 7.]
- (23) Collections management policy* and loan policies (or, custodial care and borrowing policies for museums that do not own or manage collections, but borrow and use collections for exhibits, education, or research) [C. 1. b. and C. 2. b.]

- (24) Sample copy of completed collections documentation* record(s) (with accession, catalog, and inventory information) [C. 17.]
- (25) If the museum is authorized to deaccession*: A copy of a deaccession form or other written documentation used for deaccessioning purposes (a completed form, if applicable, otherwise a blank form) [C. 21.]
- (26) Sample copy of a completed outgoing loan agreement [C. 23. e.]
- (27) Sample copy of a completed incoming loan agreement [C. 24. d.]
- (28) Sample copy of completed condition report form [E. 2.]

If available

- (22) Collections plan* (date): _____ [B. 2. c.]
- (29) Conservation* plan (date): _____ [G. 2. c.]

VII. Education & Interpretation

Required

- (31) List of titles and dates of the museum's exhibit offerings during the last three years (long-term*, temporary*, traveling* exhibits) [C. 3.]
- (47b) Images of exhibits to illustrate various exhibition design techniques used in galleries, other interiors, interpreted landscapes, other exterior settings [C. 8.]
- (47c) Images that illustrate the museum's live interpretive activities in action (e.g., programs, outreach, demonstrations, tours, interpreters, classes, etc.) [C. 11.]
- (33) List of museum publications and non-print media projects (print, audio, electronic) produced in the past three years (list name, format, and date) [C. 14.]
- (34) If the museum does original research*: List of staff research results published in publications (e.g., books, popular or scholarly journals) other than the museum's in the last three years [E. 2.]
- (35) Most recent museum program/exhibit/events calendar [F. 2.]
- (36) Samples of:
 - (a) promotional materials (e.g. program announcements, exhibit brochures, etc.) that illustrate the scope of the museum's interpretive offerings;
 - (b) materials that illustrate the range of programs for students and teachers;
 - (c) museum publications and/or nonprint media materials(four maximum for each category) [G. 1.]

If available

- (30) Interpretive plan* or education master plan (date): _____ [A. 2. c.]
- (32) Furnishing plan (date): _____ [C.7.b]

{ *List of Attachments* }

VIII. Financial Stability

Required

- (37) Copy of the current fiscal year's budget(s), approved by the governing authority, for operating* and nonoperating* income and expenditures. (Year): _____ [A. 2.]
- (38) Audited financial statements for the last two fiscal years, including management letters (if most recently completed fiscal year is not yet available, submit unaudited year-end financial report) [A. 3.]

If available

- (39) Investment policy (date): _____ [A. 14.]
- (40) Annual reports produced within the last three years [A.15. b.]
- (41) Printed descriptive materials pertaining to the membership/donor programs (should include dues and benefits structure for each program) [B. 2. c.]
- (42) Individual donor support policy (date): _____ [B. 3. c.]
- (43) Business support policy (date): _____ [B. 4. c.]

IX. Facilities & Risk Management

Required

- (44) Floor plan and/or site map [A. 3.]
- (46) Emergency/disaster preparedness plan (covering staff, visitors, and collections) [B. 5.]
- (47d) Images of the museum's public and nonpublic areas, both indoors and outside (e.g.: grounds, exteriors, galleries/exhibit spaces, classrooms/studios/programming spaces, sales areas, food service areas, collections processing/storage, mechanical areas, laboratories, offices, workshops, loading dock/receiving area, etc.) [A. 6.]

If available

- (45) Completed RC-AAM Standard Facility Report [A.4.b]

X. Wrap-up—None