

MAP KIT CHECKLIST

KEY DOCUMENTS

A2.1	Statement of Purpose	<input type="checkbox"/>
A2.3	Forward Plan (or equivalent)	<input type="checkbox"/>
B2.1	Interpretation Policy & Plan (or Exhibition Policy & Plan <i>and</i> Education Policy & Plan)	<input type="checkbox"/>
C1.1	Collection Policy and Procedures	<input type="checkbox"/>
C2.1	Preventive Conservation Plan	<input type="checkbox"/>
C2.5	Disaster Plan	<input type="checkbox"/>

OTHER DOCUMENTS

A1.1	Constitution (or equivalent)	<input type="checkbox"/>
A1.2a	Museum's guiding document (if not same as above)	<input type="checkbox"/>
A1.2b	Governing body list or chart	<input type="checkbox"/>
A1.4	Evidence of adoption of Code of Ethics	<input type="checkbox"/>
A1.6	Oral history forms/procedures (where applicable)	<input type="checkbox"/>
A2.4, 2.5a&b	Annual report, including Financial Statement	<input type="checkbox"/>
A2.6 a,b,c & d	Relevant licences/compliance documents	<input type="checkbox"/>
A3.1a	Organisational chart	<input type="checkbox"/>
A3.1b	Sample position description	<input type="checkbox"/>

A3.1c	Sample volunteer role statement (or equivalent)	<input type="checkbox"/>
A3.1d	Procedures (or Orientation) Manual	<input type="checkbox"/>
A3.2a	Sample Conditions of Employment document	<input type="checkbox"/>
A3.2b	Volunteer agreement form	<input type="checkbox"/>
A4.3	Maintenance schedule	<input type="checkbox"/>
B2.1	List of recent publications	<input type="checkbox"/>
B3.1	Marketing Plan	<input type="checkbox"/>
B3.2	Museum Brochure	<input type="checkbox"/>
B3.5	Customer complaints form & procedures	<input type="checkbox"/>
C1.2	Sample statement of significance (for an object in the collection)	<input type="checkbox"/>
C1.3 a&b	Donation receipt and agreement forms	<input type="checkbox"/>
C1.3 c&d	Inward and outward loan agreement forms	<input type="checkbox"/>

PRACTICAL ISSUES

Will be assessed on site – need to meet basic standards of good museum practice

Display	<input type="checkbox"/>
Storage	<input type="checkbox"/>
Access for all abilities	<input type="checkbox"/>