

UNIVERSITY MUSEUMS OPERATIONAL POLICY 2013-18

1. Policy review procedure

The operational development policy will be published and reviewed from time to time, at least once every five years. The policy is due for review on or before 24th April 2018, being five years from the date of approval by the Senior Management Team of Library, Special Collections and Museums.

2. Purpose of the University's museums

The University's museums aim for excellence in teaching, research and community engagement. They bring collaboration and creativity to the management of the University's collections for the benefit of all users.

This operational policy should be read alongside the Collections Development Policy 2013-18 and the Strategic Plan 2013-18 with key activities for 2013-15.

3. Conservation, collections care and security

A fundamental duty of the museum is the care of its collections for the benefit of present and future generations. The University aspires to achieve these goals by means of preventive and remedial conservation measures and will set into place the necessary measures to minimise the risk of damage and deterioration of its collection. A collections care plan will be produced during 2013/14, with associated operating procedures for each relevant venue to include emergency plans and housekeeping procedures. The duty of care towards collections, visitors and staff also involves a concern for security which is considered in conjunction with the University Security Advisor.

3.1 Preventive conservation

Preventive conservation covers every measure taken to retard deterioration and prevent damage by creating conditions optimal for the preservation of the collections as far as is compatible with their use. Preventive conservation acts on the context or the surroundings of a single or a group of items, so is indirect and does not interfere with the structure or materials from which an object is made. The Museum Conservator will carry out conservation assessments of the collections prior to acquisition, loan and display, assess objects on inward loan and monitor the condition of all items within the collection and their environment. Preventive conservation is a matter of all staff and involves other university departments such as Estates and Security.

3.1.1 Building maintenance

The building envelope provides the main protection for the collections from the elements. University Museums seek to keep their collections dry, secure, and buffered from the outdoor environment by means of regular inspections and ensuring the maintenance of all premises in which the collections are housed.

3.1.2 Storage and display

To enable improved access to the collections that is consistent with the care of the collections, University Museums will aim to improve storage facilities and display areas help to limit deterioration and maintain all collections in a state of high protection and security. This will include developing and maintaining appropriate environmental conditions for storage and display as well as using approved conservation grade materials wherever possible in accordance with current preservation and conservation standards.

3.1.3 Use of collections

The University Museum seeks to maintain close contacts with all its stakeholders including university students and staff, the wider community and other museums, promoting the use of the collection for teaching, research and public engagement activities. Museum staff will ensure that the care and conservation of the collections is a prime concern when considering all such activities. The prerequisite for any loan from the collections is that objects are provided with the equivalent level of care as they would receive within the University Museums.

3.1.4 Environmental monitoring and management

As far as practical the most favourable conditions of temperature, relative humidity and light levels will be provided for the collection, as well as creating a pollution and pest free environment that achieves a satisfactory compromise between the long-term preservation of the collection and maximum accessibility.

A housekeeping plan including a pest management programme, environmental data-logging, the regular testing of light levels and a regular cleaning regime will ensure that the highest standards are maintained. The Museum Conservator will be responsible for providing advice on current best practice to museum staff and others. This will be included in operating procedures for all relevant venues.

3.1.5 Moving and transport

Objects in the University's museum collections are regularly moved for use in university teaching, exhibitions, loans and outreach activities. To ensure the well-being of the collections, museum staff will promote best practice in handling, packing and transport of objects through the use of written guidelines and ongoing staff development and training.

3.2 Remedial conservation

Remedial conservation encompasses the investigation of the deterioration and damage to an object together with the decision for and execution of an appropriate conservation treatment. The highest standards of conservation will be ensured through the use of professional, qualified staff and approved materials. The Museum Conservator is responsible for all aspects of preventive and remedial conservation. Conservation treatments are only carried out by, or under the direct supervision of, the museum conservator. Minor conservation treatments may only be carried out by other staff/ volunteers if they have been trained for this purpose by the Museum Conservator.

The Museum Conservator prioritises conservation requirements within the framework of resources available. All conservation measures are documented for future reference. If treatments could prejudice the future research value of an object, the relevant stakeholders are involved in the treatment process.

3.3 Security and disaster prevention and preparedness

An integrated approach across Library, Special Collections and Museums will ensure day-to-day protection, as well as appropriate procedures in the event of emergencies to minimise damage to the collections and threats to staff and visitors. These measures include maintaining and updating risk assessments and reaction plans for each building in which collections are housed, as well as the provision of effective response procedures and emergency supplies. The effectiveness of procedures will be ensured by ongoing staff development and training, and ensuring that information is readily available while taking account of the necessity for confidentiality.

A full security review will be conducted at least every five years, in conjunction with the University Security Advisor and drawing on the expertise of staff and external advice as appropriate. A review will be conducted between each full review to consider progress made towards completion of recommendations. Security is the responsibility of all staff, working with the university Security service. Protocols have been developed with the University Security Advisor to ensure an appropriate and timely response to all threats.

4. Documentation

Documentation about the collections and successful management of the documentation are vital for excellence in teaching, research and community engagement to be achieved. Members of staff work in accordance with the Documentation Procedures Manual and Collections Documentation Plan which identifies documentation aims and objectives covering a five year period. The plan is regularly analysed, updated and extended.

4.1 Documentation procedures

Documentation procedures for all the University's museum collections will meet Spectrum minimum standards, including the eight primary procedures. Led by the Curator (Documentation and Fine Art), museum staff will ensure that these procedures are implemented and maintained. The Documentation Procedures Manual discusses the eight primary procedures in detail (object entry, object exit,

acquisition, marking and labelling, cataloguing/ indexing, location and movement control, loans in and loans out)with samples of relevant forms. It is updated when necessary.

4.2 Accountability and data protection

Museum staff are committed to recording sufficient information about objects in the collection so that all can be identified and located. Staff will also ensure the physical security and long-term preservation of all documentation records; both paper and digital. This includes ensuring that digital records are backed up regularly, archival paper copies of acquisition forms are created and physical object history files are formed, with unique material stored in secure locations. All requests for information will be considered in terms of compliance with the Freedom of Information Act and Data Protection Act.

4.3 Access to information

Staff of the University Museums are committed to extending access to information about the collection. The Research Information Network report (2008) *Discovering physical objects: Meeting researchers' needs* highlighted that 'researchers want access to online finding aids to enable them to plan their visits to museums and collections' and that these should be provided as quickly as possible. Collection-level descriptions and skeletal item records will therefore be created and made available online immediately alongside full records, in advance of creating full detailed records at a slower pace. Alongside the development in innovative approaches to maximise accessibility, the sustainability of information will be given the highest priority to counteract the potential obsolescence of electronic systems. A priority is also given to making digital images of items available on the Museums web-pages and for harvesting by other online initiatives.

5. Access and public engagement

Enabling access to the collections is one of the main purposes of the museum service. This includes providing physical access to the collections, facilities and services for as wide a range of people as possible. It also includes enabling learning, creativity and enjoyment related to the collections and associated ideas. Staff are committed to widening physical and intellectual access to the collections through research, teaching, exhibitions, programmes of education and events for a wide variety of audiences. Encouraging access is fundamental to the activities of Library, Special Collections and Museums and should be valued and supported by all staff. These aims and objectives informs decisions in key areas of practice including exhibition planning, interpretation of the collections, staff training and public programming.

5.1 Aims and objectives for access

5.1.1 Deliver good quality services and development

Museum staff will develop existing and new audiences, increasing consultation through survey and focus groups. In particular, there will be a focus on engaging with young adults, but work will continue to broaden the range of users, such as secondary schools, the local community and tourism, developing appropriate services. A culture of high quality customer care will be embedded within all museum activities, including evaluating and developing approaches and attitudes to customer care staff training like 'Welcome Host' and mystery visitors, aiming to meet VAQAS standards. The results of evaluation will result in the regular review of services and evaluation methods to ensure that the needs of users and potential users lead to appropriate practice.

5.1.2 Provide and develop user focused experiences

A priority will be given to maximising access to venues, their layout and facilities. As well as ensuring the best possible physical access and accessible facilities, this will include establishing and maintaining effective communication with users and potential users, developing an effective marketing strategy, determining clear roles and responsibilities for staff. Improvements will be made to signage, the maintenance of a contacts database, streamlined management of marketing information, redeveloped web pages, leaflets and use of social media, alongside enhanced work with University Communications. There will be a focus on the King's Museum and the Zoology Museum as the main venues for public engagement, with additional exhibitions elsewhere on campus.

5.1.3 Programme and deliver effective learning experiences

Interpretation will involve a variety of methods, recognising the variety of learning styles of users. This will include maximising access to collections and associated information, including stored collections, and developing ways that the museum makes information and knowledge related to the collections available. We will promote and invite research access, expand teaching use within the university, and

develop a diverse range of interpretation methods to include digital access, events role play in workshops, as well as exhibitions, lectures and teaching. Ensuring full involvement with the University's Public Engagement Strategy, opportunities will be taken to increase partnership working through increased work with university researchers, participation in local and national events, collaboration with the Special Collections Centre and for programming to address the range and diversity of the museum collections.

5.2 Access procedures

Alongside the Museum Regulations, guidelines have been developed to ensure that access to the collections and facilities does not threaten the collection or its use by other people. Appendix A outlines guidance for the use of the museums by artists and photographers, while Appendix B specifies arrangements for bookings of King's Museum and the provision of food and drink. Specific access arrangements for the Zoology Museum will be developed in conjunction with the School of Biological Sciences and the Natural History Centre, with implementation involving porters and other Estates staff. Detailed procedures are developed for each large scale event such as Doors Open Day and Night at the Museum, including risk assessments, security, health & safety and emergency procedures, with training provided for all staff and volunteers involved in the event.

6. Learning

Learning promotes enjoyment, stimulation, creativity, knowledge, skills and positive values. This framework interprets learning broadly, as formal education, lifelong learning and informal learning, gained through experience, structured resources and programmes, and electronic access. The University Museums approach to learning will be particularly closely integrated with the rest of Library, Special Collections and Museums, particularly the learning service of the Special Collections Centre.

In support of the University of Aberdeen's strategic objectives, learning activities aim to raise the profile of the University in the UK and abroad through an innovative programme of talks, events and workshops to encourage engagement across all levels, work closely with other departments across the University to promote knowledge exchange between the public, business and academic staff, provide a platform to promote ongoing research taking place within the University, take advantage of opportunities to lead, or contribute to, relevant research, develop programmes that support and promote the University's interdisciplinary themes, engage with Aberdeen's international communities, encourage and respond to tourism in Old Aberdeen, provide a diverse and interactive programme of lectures, workshops and events to engage schools and local communities across Aberdeen City and Shire with culture and learning, collaborate with internal and external partners to deliver the learning programme, identify and secure significant financial and in-kind income to support the learning programme, and ensure that the key principles of equality and diversity are embedded in all learning activities.

6.1 Aims and objectives for learning

We aim to ensure that learning is recognised and supported across Library, Special Collections and Museums, to make all staff aware of the Learning Policy and activities, involving them appropriate in learning activities wherever appropriate, and to involve learning staff in other areas of Library, Special Collections and Museums work, such as exhibition planning.

6.1.1. Increase use of the collections for teaching, learning and research across the University

We will encourage use of Library, Special Collections and Museums spaces as venues for teaching, engage actively in skills sharing and knowledge exchange with University staff from other departments, ensure that learning staff contribute to teaching on degree programmes, increase access to collections for the use of staff and students, develop online presence and resources, and develop the role of volunteers from among the university community.

6.1.2 Increase access to audiences outwith the University

We will develop and deliver a programme of collections-based workshops for schools, establish longer-term projects with selected schools and encourage families to visit and use Library, Special Collections and Museums facilities through the delivery of a targeted events programme.

6.1.3 Increase public engagement through a diverse events programme

We will build relationships with community groups through the delivery of collections-inspired projects, develop the Library, Special Collections and Museums online presence and resources and develop a pool of volunteers from outwith the University.

6.1.4 Establish and maintain working partnerships

We will seek out and respond to appropriate opportunities for collaboration, maintain good communication and relationships with existing partners, and take advantage of networking opportunities both locally and nationally.

6.1.5 To continually improve the learning offer

We will gather instantaneous feedback from participants, consider methods of gathering feedback from participants to measure longer term effect of Library, Special Collections and Museums learning offer, keep up to date with current research and thinking on measuring quality, and ensure that the findings of evaluation are acted upon where appropriate.

6.2 Delivery of learning opportunities

The main operational responsibility for the delivery of learning opportunities lies with experienced Learning and Access staff of Library, Special Collections and Museums, supported by other staff and volunteers as appropriate. Collaboration with the staff of other university sections, notably the Natural History Centre and the School of Education, and external bodies, such as local authorities, is critical to success.

7. Exhibitions

7.1 Exhibition aims

The main focus of the exhibition programme lies in the display of items from the University's collections, sometimes supported by items borrowed from other museums, institutions and individuals. There will also be exhibitions of works of art on loan, normally either in conjunction with items from the University collections, or where the material has a strong link with university research and teaching and/or themes relevant to the collections. Exhibitions will also take account of the programmes of other venues in Aberdeen and North-East Scotland to ensure that the University offers a unique and complementary exhibition programme.

As befits a higher education institution, exhibitions will aim to challenge and inspire and draw on the highest standards of scholarship. Inspired by the 'Museum Dogme', exhibitions will be based on research and involve academic experts and students as co-curators whenever possible, will clearly acknowledge the contributions of all involved, will recognise the contribution of visitors to the creation of knowledge and the variety of knowledge, understanding and learning styles they bring, will focus on the display and interpretation of original material from the collections, and will be associated with a programme of associated activities and events.

7.2 Exhibition venues

King's Museum and the Zoology Museum are the two main displays of the museum collections, with King's Museum being the principal venue for collections-based changing exhibitions managed by the University Museums staff. Other venues are used for smaller exhibitions. Exhibition programming in museum venues is the responsibility of the Curator (Exhibitions and Science), with exhibition proposals approved by the Head of Museums.

The Gallery in the Sir Duncan Rice Library also hosts a programme of major changing exhibitions managed by the Special Collections Centre staff based in the Sir Duncan Rice Library, with a focus on the display of archival and rare book material from the Special Collections Centre (archival material and rare books). The museum's exhibition programming will take into account the exhibition programming of the Sir Duncan Rice Library. A revised exhibition proposal procedure covering both sections will be published in 2013-14.

7.2.1 King's Museum

King's Museum is the principal venue for changing exhibitions drawing on the University's museum collections. One set of cases will normally offer a permanent introduction to the scope of the collection, while glass-topped drawers are used to provide visible storage of items such as recent acquisitions and material used in teaching. The main display area houses exhibitions which are changed up to three times annually, with main changeovers usually in February and June. Where possible, exhibitions are co-curated with university staff and students, with the summer exhibition being the product of the MLitt Museum Studies course.

7.2.2 Zoology Museum

The permanent Zoology exhibition displays a wide variety of animal specimens arranged in taxonomic order. In 2012-13 this will be augmented by an introductory display to explain this layout and to explore evolutionary development, funded by a Recognition Capital grant, along with improvements to lighting. This £55,000 grant will also enable the entrance foyer of the building to be improved with an exhibition on 'Aberdeen Naturalists', which will display material relating to historical collectors, current research and opportunities for involvement in natural history. The redevelopment and future developments will involve collaboration with the staff of the Cruickshank Botanic Garden, the Natural History Centre and Honorary Curatorial Fellows.

7.2.3 King's College

'Images of North' on the main floor of James Mackay Hall is a permanent display of a selection of works of art and museum objects relating to the North theme. The upstairs gallery is accessible by lift and is suitable for the display of framed works, including an exhibition curated by level 3 History of Art students opening in December each year, with no more than two other exhibitions each year of works of art to include both works from the University collection and those on loan, normally opening in April and August, and focusing on topics relating to University research and teaching.

7.2.4 Old Town House

The building has limited accessibility, with restrictions on total numbers and disabled access. The top floor displays a permanent hang of selected historical portraits, while the first floor has been used to display changing exhibitions of loaned and university framed works. From 2013 the display on the first floor will feature a permanent display of works from the collection relating to Old Aberdeen. A proposal is also being considered to extend the small display of historical material relating to the building to become a permanent introductory exhibition to the University and Old Aberdeen on the ground floor.

7.2.5 MacRobert Building

The ground floor foyer includes a small number of display cases which host a permanent display relating to the model Javanese market and associated musical material. Changing exhibitions will be restricted to framed works, including an exhibition curated by level 3 BEd students opening in October each year, with no more than two other exhibitions each year of works of art or photographic exhibitions on loan to the University, normally opening in January and April. Exhibitions will normally relate to topics associated with university teaching or research. Displays of works from the University collections on the upper floors are to be revised in AY2012-13 in discussion with staff of the School of Education.

7.2.6 Anatomy Museum

The Anatomy Museum, in the Suttie Centre on the Foresterhill campus, functions as a teaching resource for the Medical School. It has restricted access under the Anatomy License and is only open to medical staff and students. The museum includes interpretative displays of the Anatomy collections, created and maintained by Anatomy staff. The cases in the atrium and foyer of the Suttie Centre are not suitable for displaying museum material owing to environmental and security conditions.

7.2.7 Geology displays and Scientific Instrument displays (Meston and Fraser Noble buildings)

There are small permanent displays of material from the Geology collections on the first floor of the Meston building and of material from the Natural Philosophy Collection of Scientific Instruments in the foyer of the Fraser Noble building. There are no current plans to update them but they could form the basis of future grant-funded projects.

7.2.8 Campus cases

A series of small cases on both the Old Aberdeen and Foresterhill campuses are used to display individual objects or very small displays. Most have significant environmental (especially light levels) and security restrictions. A programme of changing exhibitions will be managed by the Curator (Exhibitions and Science) to include:

- a) A changing display in the University Office display case, alternating between the display of an item from Special Collections and the Museums, sometimes relating to the exhibitions in King's Museum or the Gallery. The intention is that the display will change every two or three months.
- b) A permanent display of Ogston's carbolic spray will be placed in one of the display cases adjacent to the Medical Library, with the other cases housing a small display to change

annually. The involvement of medical students becoming involved in curating this display as part of the medical humanities course will be investigated.

- c) The case adjacent to the herbarium houses a permanent display, in which the individual specimens on display can be changed regularly to meet conservation requirements.
- f) A single mobile display case has been acquired to enable short-term displays in other venues, including some in association with University events and conferences.

7.3 Exhibition proposals.

The exhibition programme for all museum venues is normally planned at least 12 months in advance (up to 24 months for major exhibitions at King's Museum). Proposals for displays and exhibitions should therefore be made at least 12 months in advance using exhibition proposal forms, with the exception of the mobile display case for which four months notice should be given. Decisions will be made according to criteria appropriate to the proposed exhibition venue, including the intellectual quality of the proposal, relevance to the collections, relationship to the existing exhibition programme, outreach and publicity opportunities arising from the exhibition, security and conservation requirements of material to be displayed, and the availability of staff and financial resources. Proposals exceeding a total budget of £2500 for exhibitions in King's Museum or £500 for exhibitions in King's College or the MacRobert building will normally only be considered if additional resources are guaranteed.

An exhibition procedures manual will be developed to assist the development of exhibition proposals and the subsequent curation of exhibitions. This will be associated with a revision of the exhibition proposal forms.

7.4 Art on campus

Works from the University collections are hung in many buildings in Old Aberdeen and Foresterhill. Renovations, changes in room uses, loans for exhibitions elsewhere and new acquisitions result on frequent *ad hoc* changes, while proposals are currently being developed for hangs in the Sir Duncan Rice Library, Regent Walk and 50-52 College Bounds. A programme of labelling has also commenced to enhance both interpretation and security of the collection.

7.5 Future developments

New permanent displays in the foyer of the Meston Building (Geology) and Fraser Noble Building (scientific instruments), possibly making use of redundant cases currently in the Zoology Museum for the Meston Building, will be explored, while the displays in Fraser Noble Building are to remain unaltered in the immediate future, with a proposal for a thorough redisplay to be considered. The main focus of future planning for enhanced displays of the museum collections relates to the North research theme as part of the proposed Institute for the North.

7.6 Loans and touring exhibitions

Loans of individual objects from the collection for display in museum and similar venues elsewhere are regularly managed by museum staff. Loans will be considered where security and environmental conditions for displaying the objects can be fully met and if sufficient staff time is available to support the loan. Objects must be accompanied by a member of museum staff or delegated professional museum/fine art shipper at all times unless they are in a secure museum-grade case or museum store. The borrower is responsible for meeting staff costs, insurance costs and transport costs. A loans policy will be reviewed in 2013-14, building on the existing Conditions of Loan and loan agreement form.

The use of small numbers of items from the collection for university teaching on campus and related activities will be considered according to similar criteria, with items supervised by designated museum staff, Honorary Curatorial Fellows or the staff of the Special Collections Centre at all times when not on display in designated secure locations.

While loans of small numbers of items from the collections will be considered, the curation of exhibitions off-campus and touring exhibitions is not normally considered by the University's museums.

8. Research and teaching

The museums' forward plan and operational policies reflect a commitment to close engagement between the University museums and scholarship, including making collections available for research. An enhanced research access policy is to be created in 2013-14.

8.1 Research support

Museum staff will respond to research enquiries about the museum collections using existing documentation and seeking advice from subject specialists where appropriate. There is an initial response acknowledgement time of 3 days from receipt, with the final response time depending on the nature of the enquiry. Research enquiries will be recorded to enable the museum to assess research use of the collections.

Items in the collections can be made available for study by arrangement. Short study visits will be arranged at a time of mutual convenience, with items available for study under the supervision of museum staff. Researchers wishing to conduct extended study with the collections may require to develop a funded project plan in conjunction with museum staff. The Anatomy Museum operates under a restricted access license. Research visits can be arranged at the discretion of the Licensed Keeper. The Herbarium operates a programme of loans for research purposes to other herbaria.

8.2 Destructive sampling

In some cases, research relating to items in the collections can be furthered by destructive sampling. Decisions on whether this is approved will be taken on a case-by-case basis by the relevant curator, in consultation with Museum Conservator, who will decide whether damage to a sampled specimen is justified by the potential knowledge to be gained. It is expected that sampling and analytical techniques will have been trialled and perfected elsewhere before approaches are made to sample museum items. All applications for destructive sampling must be made in writing using the application form.

8.2.1 Criteria

The criteria to be considered will be: the availability, condition and nature of item to be sampled; the nature of the damage likely to be incurred; evidence of effectiveness and appropriateness of the proposed methods; evidence of the value to scholarship of the proposed research; the previous experience of researcher in proposed sampling and analytical techniques; and whether similar research has been conducted already.

8.2.2 Human remains and other sensitive material

The views of relevant communities should be considered in sampling and photographing human remains, and consideration as to how the images are to be used should be agreed by all involved. If the proposed destructive sampling involves the remains of named people, permission should be sought from family members, if known. The transport of human remains will be undertaken with particular discretion, dignity and respect, including every effort being made to ensure that the wishes of all involved with the transport and storage of human remains are respected.

8.2.3 Sampling protocols

When selecting which part of a specimen to sample, diagnostic areas and those of greater significance or display potential should be avoided and further justified if necessary. Every effort will be taken to prevent contamination in the sampling process. Successful pilot studies on a small selection of items will normally be required before sampling of large numbers of items is approved.

Before and after photographs should be taken of all material sampled. Photographs should include the sampled area, some identifying number/label and should be taken with appropriate skill and lighting so that necessary details are visible and can form a permanent record.

All items loaned for sampling purposes should be packed according to recognised standards, as approved by the Museum Conservator. All remaining parts of the sample (including DNA samples) will be returned to the museums immediately following the completion of analysis. Individuals or institutions borrowing material will ensure they have the proper, recognised and necessary permits or licenses for shipping specific material.

8.2.4 Recording and publication

The Museums will keep a register of all research undertaken and knowledge gained from any approved destructive sampling. This will include copies of publications based on this research. After sampling, a fully written and illustrated report with results of the analyses is to be sent to the University. The University is to be fully acknowledged in the report.

9. Environmental sustainability

The University of Aberdeen is committed to sustainability and social responsibility. As part of this wider commitment to sustainability and social responsibility, the University is committed to constant improvement of its environmental performance, encouraging awareness of environmental responsibility among its staff and students, while promoting environmental best practice in the management of all its activities.

The main body responsible for overseeing these matters is the Advisory Group on Sustainability and Social Responsibility. Staff in the Environment Office are responsible for implementing energy and water efficiency measures, adopting the principles of the waste hierarchy, developing sustainable transport, and developing strategic approaches to projects that have a significant environmental impact. It also gives advice and support to make knowledgeable purchasing, operational, maintenance and disposal decisions which consider the most effective use of resources.

9.1 Policy and strategy framework

This work is guided by a policy and strategy framework, which includes a Sustainability and Social Responsibility Policy, as well as an Environmental Policy and specific sub-policies in areas such as Utilities, Waste, Sustainable Buildings and the Sustainable Travel Plan. Details of this framework and links to all relevant policies are at <http://www.abdn.ac.uk/ppg/index.php?id=5>.

The Utilities Policy aims to reduce emissions of carbon dioxide resulting from energy usage and to reduce water consumption associated with operation of University buildings, while maintaining services, by improving energy efficiency, making use of renewable energy and reducing water consumption. The Waste Policy aims to reduce the volume of waste generated and to increase the proportion of that waste which is reused and recycled in accordance with the principles of the waste hierarchy. The Sustainable Buildings Policy covers all new developments and major refurbishments, assessing them against recognised best practice, to embrace sustainable, inclusive and accessible design. The Sustainable Travel Plan has been developed in conjunction with staff and student focus groups, to encourage the use of alternative forms of transport.

9.2 Sector Initiatives

The University of Aberdeen is an active member of the Environmental Association for Universities and Colleges and was an early signatory of EAUC Scotland's Universities and Colleges Climate Commitment for Scotland. As part of this commitment, the University submitted a Carbon Management Plan (produced in association with the Carbon Trust) and participated in the 'Universities that Count' benchmarking index, leading to a 'Silver' award. The University is a member of the North East Scotland Climate Change Partnership which draws together public and private sector organisations to discuss climate change issues in the local region.

9.3 University Museums

The University's Museums work within these policies and practices and are committed to:

- a) Implementing all aspects of the University's Sustainability and Social Responsibility Policy, Environmental Policy and related sub-policies,
- b) Embedding environmental sustainability within all museum policies and practices, including purchasing and procurement of goods and services,
- c) Ensuring that all staff are aware of environmental sustainability policies, best practice, training and initiatives,
- d) Minimising the use of limited resources, wherever possible using recycled and recyclable materials, re-using and recycling waste before responsible disposal of surplus materials,
- e) Encouraging walking, cycling and the use of public transport by staff, and
- f) Ensuring that care and conservation of the collection is considered within a risk-based approach, which also examines the benefits of exhibition and use, to minimise the use of energy intensive solutions such as air conditioning.

10. Staff and volunteers

The work of staff and volunteers is governed by University and Library, Special Collections and Museums policies and procedures. In addition, specific policies and procedures cover the appointment of volunteers and Honorary Curatorial Fellows to work with the museums.

10.1 Volunteers

Volunteers play an important role within Library, Special Collections and Museums contributing to its overall success. As such, volunteers are encouraged and supported whenever possible, with a priority given to accommodate students of the University of Aberdeen. Volunteers carry out work without financial compensation and enhance the work of paid employees: they are not a substitute for employed staff.

As people volunteer for a variety of reasons, staff will endeavour to arrange placements so they are as mutually beneficial as possible to both parties. Consequently, volunteer placements will be made by interview and discussion with appropriate staff members, to match the applicant's skills, talents, interests and desires with operational requirements. Selection for interview will be based on the Volunteer Enquiry Form or the applicant's CV where appropriate. Selected applicants will be asked to provide the names and contact details of two referees. Professional, technical or other qualifications may be necessary for some volunteer placements and must be held before taking up a placement. Personal details provided by volunteers are accessible only to authorised staff and information will not be divulged to third parties without the individual's consent. Enquiries by applicants will be held on file for one year and will be reviewed within this period should a suitable opportunity become available.

Volunteers will be directly accountable to a named member of staff and will be asked to discuss and agree a written job description prior to beginning their placement, including an agreement about when and how much time is to be committed. The placement may be cancelled immediately at any time at the discretion of either of the parties and will expire automatically at the end of the period of agreement unless renewed by both parties. An initial review will be undertaken after a mutually agreed period of time. Training will be given to all volunteers where necessary to enable them to carry out the tasks detailed in the volunteer job description, with training and development needs reviewed and updated regularly. All volunteers are expected to maintain the confidentiality of privileged information to which they may be exposed while carrying out their assigned tasks. Out-of-pocket expenses will be paid to volunteers when agreed in advance with their supervising member of staff.

There is no upper age limit, but volunteers should not continue beyond a point which is detrimental to their health and safety or where they cannot carry out their tasks effectively. Volunteers are required to share responsibility for Health and Safety, and to follow the University's Health and Safety Policy. They are also required to exercise particular care when working with, or near to, museum objects or archival material. Any personal protective equipment required to carry out agreed tasks will be provided by the supervising member of staff. Volunteers should discuss any health conditions with their supervising member of staff if it may affect their ability to carry out their assigned tasks. Volunteers are covered by University insurance whilst undertaking duties on behalf of Library, Special Collections and Museums. Volunteers will be insured for driving University vehicles where it is necessary to the placement and by arrangement with their supervising member of staff.

Established volunteers may be appointed as Honorary Curatorial Assistants where they demonstrate a substantial and continuing commitment. Such appointments will be made by University Human Resource staff and will be for a defined period at which point appointment will be reviewed. Honorary status brings with it a staff contract and additional benefits, including access to University library, sports and IT facilities such that staff are in most respects other than payment, treated as members of University staff.

The University of Aberdeen is committed to equal opportunities as detailed in its Equal Opportunities Policy Statement.

10.2 Honorary Curatorial Fellows

In addition to the appointment of University staff as Honorary Curators to manage Accredited museum collections that are the responsibility of the Colleges, Honorary Curatorial Fellows may also be appointed to work with University Museums. Such appointments will be on the basis of existing and intended substantial use of the collections for teaching, research or other activities.

Unlike the Honorary Curators appointed to the collections that are the responsibility of the Colleges, Honorary Curatorial Fellows appointed to University Museums will not have curatorial or managerial responsibility for collections. Instead, they will have enhanced access to collections for collections management, teaching, research, public engagement and other activities and will also provide advice on museum policy and practice and will champion the use of museum collections within the university.

10.2.1 Appointment procedure

Nominations can be suggested at any time to the Head of Museums. Appointment will require the approval of their Head of School, the Head of Museums and the Vice-Principal with responsibility for museums. Appointment will follow the normal procedures for the appointment of Honorary staff and will be for a renewable term of three years. On appointment, Honorary Curatorial Fellows will undergo training as required by the Head of Museums, principally relating to issues of conservation, security and ethics.

10.2.2 Code of conduct

As members of museum staff, Honorary Curatorial Fellows will report to the Head of Museums and will follow the instructions of museum staff when working in museum venues and with items in the collections.

Honorary Curatorial Fellows will normally be able to work in restricted museum areas, such as stores, without requiring a member of museum staff to be present. They will, however, not be museum key-holders, so access will be subject to mutually convenient arrangements being made with museum staff. Honorary Curatorial Fellows will not be entitled to invite other people into restricted museum areas, nor will they be allowed to move items to other locations without the permission of museum staff and with appropriate records being made.

Honorary Curatorial Fellows will be entitled to borrow items in the collection for teaching, research and other activities, subject to the satisfaction of specific requirements including conservation and security. Such loans will follow normal museum procedures, including the signed agreement to specific requirements and a date of return.

The status of Honorary Curatorial Fellows may be withdrawn by mutual agreement, or if the appointee ceases to be a member of university staff, or if the Vice Principal with responsibility for museums is satisfied, on the advice of the Head of Museums, that the conduct of the appointee has been inappropriate.

Appendix A

Artists and photographers in King's Museum

Artists and others who wish to look closely at objects in the collection are welcomed to the museum, though certain basic precautions are needed to protect the collections and to prevent inconvenience to other visitors.

The use of wet or dirty materials such as paints, charcoal and pastels requires particular care, such as a small floor covering like a bin liner, to prevent damaging the carpet. Aerosol sprays, such as fixatives, must not be used in the museums. Flashguns, tripods or lighting should not be used without permission. Artists and photographers must not cause an obstruction by sitting on stairs, scattering personal belongings about the floor or restricting other visitors' access to the display cases. Normally only one person at a time should work beside each case, and any chairs etc. borrowed must be returned after use. The University is not responsible for loss or theft of visitors' belongings. General photography of the museum can be taken for private use only and must not be sold or published without permission.

Appendix B

Bookings and food in King's Museum

The museums can be an excellent venue for small receptions and events, and staff hope to make such events as enjoyable as possible, without risking some of the university's most precious and vulnerable possessions.

Events during opening hours must avoid disrupting other visitors, while events outwith these times will normally incur a charge of £10 per hour to cover staff costs. A member of museum staff must be present at all times when King's Museum is open. In the event of an emergency, the duty member of museum staff will be responsible for contacting University Security and can order an evacuation and closure of the museum.

A maximum of 60 people can be accommodated in King's Museum. The museum has a data projector and screen, suitable for film screenings and presentations, while a laptop and speakers can also be provided. Tables and up to 30 chairs can be provided, with various layouts possible: lecture-style (seats 30), around individual tables (seats 20) or around one long table (seats 16). Other facilities can sometimes be arranged. Bookings should use the King's Museum booking form, and will be confirmed by email – until such confirmation is received, the booking is provisional and cannot be guaranteed. Any changes or cancellations must be confirmed in writing/via email, with no less than 48 hours notice.

Catering is possible in the museum, though the selection of food must be agreed by museum staff in advance and is normally restricted to drinks, canapés and snacks. The museum is not able to provide glasses, cutlery, crockery or table cloths. As food waste can attract insects and rodents, it is essential that spills are avoided and that food and drink is only served from the tables provided. Glasses, plates and food must not be left on display cases etc. and any spills or damage must be reported to museum staff immediately. All food and waste must be removed from the museum at the end of the event, or left securely wrapped to the satisfaction of museum staff. Arrangements about who is responsible for setting up and clearing away must be agreed before the event.