

MAP WORKBOOK CHECKLIST

KEY DOCUMENTS	
• Statement of Purpose	<input type="checkbox"/>
• Forward Plan, with long term goals and a 1 year action plan	<input type="checkbox"/>
• Interpretation Policy	<input type="checkbox"/>
• Collection Policy and Procedures, with loan forms	<input type="checkbox"/>
• Disaster Plan	<input type="checkbox"/>
OTHER DOCUMENTS	
• Constitution or Terms of Reference	<input type="checkbox"/>
• Annual report, including Financial Statement	<input type="checkbox"/>
• Budget for upcoming year	<input type="checkbox"/>
• Procedures Manual	<input type="checkbox"/>
• Volunteer agreement	<input type="checkbox"/>
• Collaboration Chart, showing groups the museum liaises with	<input type="checkbox"/>
• Museum Brochure	<input type="checkbox"/>
• Samples of museum publications	<input type="checkbox"/>
• Donor form	<input type="checkbox"/>
• Sample statement of significance (for an object in the collection)	<input type="checkbox"/>
• Optional - documents relating to activated machinery and	<input type="checkbox"/>

firearms, Oral history agreement forms, where applicable	
Practical issues to address that will be assessed on site – need to meet basic standards of good museum practice	
• Display	<input type="checkbox"/>
• Storage	<input type="checkbox"/>
• Demonstrated awareness of preventive conservation	<input type="checkbox"/>
• Access for all abilities	<input type="checkbox"/>
Scope of other work involved – at meetings of the governing body	
• Discussion and planning eg to set goals for Strategic Plan and to work out key themes (for the Collection Policy and Interpretation Policy)	<input type="checkbox"/>
• Constitution (may need amending)	<input type="checkbox"/>
• Formal adoption of <ul style="list-style-type: none"> ○ Codes of ethics (MA/ICOM, MA Guidelines for Sustainability for Museums and Galleries) ○ Policies and procedures 	<input type="checkbox"/> <input type="checkbox"/>