

# Museum of London Publication Scheme

## 1. The Museum of London

The Museum of London was established in 1975, by the merger of the London Museum and the Guildhall Museum.

The museum is funded jointly by the Greater London Authority and the City of London. It is governed by the Museum of London Acts, 1965 and 1986.

## 2. Introduction

The Freedom of Information Act 2000 (FOI) establishes a general right of access to information held by public bodies such as the museum, subject to certain exemptions.

Section 19 of the Act requires the museum to adopt and maintain a publication scheme. This publication scheme is based on the *Definition Document for the Model Publication Scheme for Authorities established to manage museums, libraries, and archives* (Version 2. 28 August 2008).

The scheme specifies the types of information the museum publishes, the form in which the information is published and whether there are any charges for information.

## 3. Structure:

- Scope of the publication scheme
- Access to information
- Exempt information
- Responsibility for the publication scheme
- Complaints and appeals
- Copyright
- Contacts
- The publication scheme

### Scope of the publication scheme

This publication scheme is based on the *Definition Document for the Model Publication Scheme for Authorities established to manage museums, libraries, and archives* (Version 2. 28 August 2008).

It is divided into the following sections:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how are we doing
- How we make decisions
- Our policies and procedures
- The services we offer

## **Access to information**

This publication scheme is available on the museum's website and as a hard copy.

In the majority of cases, the information described in the scheme is available in electronic form or as a hard copy.

The electronic versions are either accessible through the links provided within the web version of the scheme or can be obtained from the contacts mentioned under individual entries.

Hard copy versions are available from the contacts mentioned under individual entries.

## **Exempt information**

The museum may consider that some of the information described in the scheme is exempt from public access, due to considerations such as security, commercial confidentiality and references to personal details, including information covered by the Data Protection Act 1998.

Where this is the case, the published material will show where details have been withheld, explain what exemption has been applied and why this is considered relevant.

## **Responsibility for the publication scheme**

The Director of the museum is responsible for the scheme (contact details below).

The primary contact in the event of any questions about the scheme is the Head of Information Resources (contact details below).

## **Complaints and appeals**

If you are dissatisfied with the museum's response to a request for access to information, you may seek an internal review of the decision you have received. Applications for an internal review can be made by submitting a written request to the department which initially handles the request or to the Head of Information Resources. The handling of the appeal will then be reviewed by a senior member of the museum's staff who was not involved in the preparation of the initial response.

If you are still not satisfied with the response, you may seek an independent review from the Information Commissioner.

Requests for a review by the Information Commissioner should be made in writing directly to:

The Information Commissioner

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Tel: +44 (0)1625 545700  
Fax: +44 (0)1625 524510

## Copyright

Information included in the publication scheme may be reproduced once for information and personal research only. Please contact the museum's Picture Library (contact details below) for information about licensing the reproduction of images and footage and details of fees.

Permission to reproduce information in the scheme does not extend to any material that is identified as being the copyright of a third party. Authorisation to reproduce such material should be obtained from the copyright holder.

## Contacts

Contact	Telephone	Email
Director	020 7814 5700	<a href="mailto:Director@museumoflondon.org.uk">Director@museumoflondon.org.uk</a>
Head of Information Resources	020 7814 5586	<a href="mailto:informationresources@museumoflondon.org.uk">informationresources@museumoflondon.org.uk</a>
Human Resources Section	020 7814 5790	<a href="mailto:recruitment@museumoflondon.org.uk">recruitment@museumoflondon.org.uk</a>
Venue Hire (London Wall)	0207 814 5789	<a href="mailto:venuehire@museumoflondon.org.uk">venuehire@museumoflondon.org.uk</a>
Venue Hire (MOL Docklands)	020 7001 9616	<a href="mailto:events.docklands@museumoflondon.org.uk">events.docklands@museumoflondon.org.uk</a>
Picture Library	0207 814 5764/5604/5612	<a href="mailto:picturelib@museumoflondon.org.uk">picturelib@museumoflondon.org.uk</a>

## The Publication Scheme

### Who we are and what we do

An outline introduction can be found at:

<http://www.museumoflondon.org.uk/Corporate/About-us/>

### Roles and responsibilities

- Information about roles and responsibilities of those working at senior level  
Available -Available from Human Resources  
Charge? – No
- **Curatorial structure: Outline departmental summaries**  
Available – Website  
<http://www.museumoflondon.org.uk/Collections-Research/>  
Charge? – No

### Organisational structure

- **Acts of Parliament: the museum is governed by the Museum of London Act 1965 and the Museum of London Act 1986**  
Available – Available from The Stationery Office  
Charge? – Yes
- **Structure charts: Museum of London**  
Available – Current structures available from Human Resources  
Charge? – No

## Board of Governors and Director

- **Governors and Director biographies and responsibilities**

Available – Website or from Human Resources

<http://www.museumoflondon.org.uk/corporate/about-us/who-are-we/director/>

<http://www.museumoflondon.org.uk/corporate/about-us/who-are-we/board-of-governors/board-governors-responsibilities/>

Charge? – No

- **Register of Interests (Board of Governors)**

Available upon request from the Directorate

## The locations of and public access arrangements to establishments managed by the museum

- **Access to the Museum of London: map, accessibility, opening times**

Available – Website, museum reception area or from Visitor Services

<http://www.museumoflondon.org.uk/London-Wall/Visiting-us/>

Charge? - No

- **London Archaeological Archive and Research Centre**

Available - Website or from the Archaeological Archive

<http://www.museumoflondon.org.uk/collections-research/laarc/>

Charge? – No

## Contact details for the museum

- **Contacts**

Available – Website (individual departments and directors and postal addresses)

<http://www.museumoflondon.org.uk/Corporate/Contact-us/>

Charge? – No

## What we spend and how we spend it

### Funding agreements

- **Outline of funding basis**

Available – Website or from the Directorate.

<http://www.museumoflondon.org.uk/corporate/about-us/corporate-information/accounts-and-funding-arrangements/>

Charge? – No

### Financial statements, budgets and variance reports

- **Accounts: Statement of Financial Activities**

Available – Included in the Annual Report

<http://www.museumoflondon.org.uk/corporate/about-us/corporate-information/accounts-and-funding-arrangements/>

Charge? – No

- **Full accounts**

Available – Available from website

<http://www.museumoflondon.org.uk/corporate/about-us/corporate-information/accounts-and-funding-arrangements/>

Charge? – No

### Financial audit reports

- Available – Available for last financial year available on website

<http://www.museumoflondon.org.uk/corporate/about-us/corporate-information/accounts-and-funding-arrangements/>

Charge? – No

## Financial statements for projects and events

- Overview included in Annual Accounts and Annual Report (see above)

## Internal financial regulations

- Available – Available on request from the Head of Finance  
Charge? – No

## What are our priorities and how are we doing

### Strategic plans

- **Strategic plan**  
Available – Reviewed annually; current version available from the Directorate or from the website  
<http://www.museumoflondon.org.uk/corporate/about-us/corporate-information/strategic-plan/>  
Charge? – No

### Annual business report

- **Museum of London Annual Review: includes reports on activities and statement of financial activities**  
Available – Issued annually, approximately 6 months after the end of the financial year.  
Text versions available on the Web site for reports from 2002-03 onwards:  
<http://www.museumoflondon.org.uk/corporate/about-us/corporate-information/annual-reviews/>  
Print copies of the most recent report available from Visitor Services. Limited back issues are available from Visitor Services.  
All issues available for reference in the Museum Library.  
Charge? – No charge for Annual Reports from 2003 onwards. Previous reports may incur reproduction charge.

- **Annual Report and Financial Statements**

Available – Available on website

<http://www.museumoflondon.org.uk/corporate/about-us/corporate-information/accounts-and-funding-arrangements/>

Charge? – No

## **Internal and external reviews of the organisation's performance**

- **Independent Auditors report**

Available – Available on website within the Annual Report

<http://www.museumoflondon.org.uk/corporate/about-us/corporate-information/accounts-and-funding-arrangements/>

Charge? – No

## **Funding agreement reports**

- **Performance Indicators**

Available – Available on website within the Annual Report

<http://www.museumoflondon.org.uk/corporate/about-us/corporate-information/accounts-and-funding-arrangements/>

Charge? – No

## **Service standards**

- **Statement of standards for public services**

Available – From Visitor Services [This document is currently under review: draft available from the Head of Visitor Services]

Charge? – No

## **How we make decisions**

### **Minutes of senior level meetings**

- **Board of Governors: minutes**



Available – Current minutes available from the Directorate, after the minutes have been approved at the subsequent meeting of the Board, with effect from the meeting in December 2002. Minutes prior to December 2002 include exempt information and are not included in the scheme. (Parts of these minutes may be restricted because they contain personal or other exempt information.)

Previous minutes available from the December 2004 meeting onwards – City of London website

Charge? – No

## **Our policies and procedures**

### **Policies and procedures for the conduct of business**

(For information on policies and procedures relating to the collection see the section below)

- **Diversity and Equality policy**  
Available from Human Resources  
Charge? – No

### **Policies and procedures for the provision of services**

- **Health & Safety policy**  
Available – Museum policy available from Facilities.  
Charge? – No

## **Policies and procedures for the recruitment and employment of staff**

(See also **Policies and procedures for the conduct of business**)

- **Recruitment and Selection policy**  
Available – Available from Human Resources.  
Charge? – No
- **Recruitment: information about current vacancies**  
Available – Website  
<http://www.museumoflondon.org.uk/Corporate/About-us/Jobs/>  
Charge? – No

## **Customer service**

- **Statement of standards for public services**  
Available – From the Visitor Services [This document is currently under review: draft available from The Head of Visitor Services]  
Charge? – No
- **Complaints Procedure**  
Available – From the Visitor Services [This document is currently under review: draft available from The Head of Visitor Services.]  
Charge? – No

## **Records management and personal data policies**

- **Business archive**

Available – Brief outline on the Web site or from the Museum Library. The MOL, London Museum and Guildhall Museum business archive is available by appointment through with the Museum Archivist & Records Manager; papers concerning the pre-1911 Guildhall Museum can be consulted at the London Metropolitan Archive. (Some documents in the archive may be restricted because they contain personal or other exempt information.) To make an enquiry or book a research appointment, see <http://www.museumoflondon.org.uk/collections-research/access-and-enquiries/research-visits/>

Charge? – No

- **Data Protection Policy**

Available – Available from Information Resources

Charge? – No

- **Freedom of information Policy**

Available – Available from Information Resources

Charge? – No

- **Records Management Policy**

Available – Available from Information Resources

Charge? – No

- **FOI publication scheme (this document)**

Available – Website or from Information Resources.

<http://www.museumoflondon.org.uk/Corporate/About-us/FOI/>

Charge? – No

## **Charging regimes and policies**

- **Museum Picture Library services and charges**

Available – Website or from Museum Picture Library

<http://www.museumoflondon.org.uk/buy-online/licensing-museum-london-images-footage/>

Charge? - No

- **Information about the hire of Museum facilities**  
Available – Website or from Special Events  
<http://www.museumoflondon.org.uk/Corporate/Venue-hire/>  
Charge? – No
- **Freedom of information and Data Protection charging policy**  
Available – Available from Information Resources  
Charge? – No

## **Collections and collections care**

- **Outline of collections management policies and procedures**  
Available – Available from Information Resources  
Charge? – No
- **Policies and procedures: Collecting policy, Acquisition procedure, Loans-in procedure, Loans-out policy and procedure, Disposal procedure, Public identifications procedure**  
Available – From Information Resources  
Charge? – No
- **Brief outline of the collections**  
Available – Website or from Information Resources  
<http://www.museumoflondon.org.uk/Collections-Research/>  
Charge? – No
- **Access to on-line database: publicly accessible versions of the Museum's database**  
Available – Subsets of the museum's databases are available on the web and to visitors within the museum. Background details from Information Resources, for example, excavated archaeological finds:  
<http://www.museumoflondon.org.uk/laarc/catalogue/>  
Charge? – No

- **On-line exhibitions: exhibitions on the Web site include subsets of the collections information**  
Available – Accessible only on the Website  
<http://www.museumoflondon.org.uk/Explore-online/Virtual/>  
Charge? – No
- **Collection Archive**  
Available – The Collection Archive is available by appointment through the museum library. (Some documents in the archive may be restricted because they contain personal or other exempt information.)  
Charge? – No
- **Archaeological Archive**  
Available – The Archaeological Archive is available by appointment through the Archaeological Archive. Substantial parts of the information about the sites, finds and publications relevant to the archive are also available on the museum's Website.  
<http://www.museumoflondon.org.uk/laarc/catalogue/>  
A subset of the information is also available on-line through the ArchSearch service managed by the Archaeology Data Service:  
<http://ads.ahds.ac.uk/catalogue/>  
(Some documents in the archive may be restricted because they contain personal or other exempt information.)  
Charge? – No
- **Access to the reserve collections: information about how to make an appointment**  
Available – Website or from Information Resources  
<http://www.museumoflondon.org.uk/Collections-Research/Access-enquiries/>  
Charge? – No
- **Collection-based and historic enquiries: information about how to make an enquiry**  
Available – Website or from the Museum Library  
<http://www.museumoflondon.org.uk/Collections-Research/Access-enquiries/>  
Charge? – No

## The services we offer

### Information about the collections and related research material, including catalogues and other finding aids

- **Brief outline of the collections**  
Available – Website or from Information Resources  
<http://www.museumoflondon.org.uk/Collections-Research>  
Charge? – No
- **Access to on-line database: publicly accessible versions of the museum's database**  
See above section
- **Guides to the galleries, their themes and collections: visitor services include a gallery plan and gallery interactives in certain galleries and exhibitions**  
Available – Accessible either in the galleries (e.g. audio guide), on the Web site, or both locations  
<http://www.museumoflondon.org.uk/London-Wall/Whats-on/Galleries/>  
Charge? – No
- **On-line exhibitions: exhibitions on the website include subsets of the collections information**  
See section above
- **Access to internal collections database: the museum's databases hold information about the core collections and the archaeological collections**  
Available – The databases are available for reference by researchers within the museum, through a member of staff as an intermediary. Reports can be produced as part of this review. Background details are available from Information Resources. (Some parts of these records may be restricted because they contain personal or other exempt information.)  
Charge? – No

- **Published catalogues: list of published catalogues**  
Available – List of all catalogues available on the web or from the museum library. The publications can be consulted in the museum library, in other major libraries or – if available in print - can be purchased through booksellers including the museum shop.  
<http://www.museumoflondon.org.uk/laarc/catalogue/>  
Charge? – List available at no charge
- **Collection Archive**  
See above section
- **Archaeological Archive**  
See above section
- **Access to the reserve collections: information about how to make an appointment**  
See above section
- **Access to the museum library: information about how to make an appointment**  
Available – Available from Information Resources  
Charge? – No
- **Access to the Archaeological Archive: information about how to make an appointment**  
Available – Website or from the Archaeological Archive  
<http://www.museumoflondon.org.uk/collections-research/laarc/>  
Charge? – No
- **Collection-based and historic enquiries: information about how to make an enquiry**  
Available – Website or from the museum library  
<http://www.museumoflondon.org.uk/Collections-Research/Access-enquiries/>  
Charge? – No

## Exhibitions

- **Community projects: information about links with communities**  
Available – Website. Some projects under this section are now archived:  
<http://www.museumoflondon.org.uk/Get-involved/Collaborative-projects/>  
Charge? – No
- **Current and future exhibitions: details and programmes**  
Available – Website or from Visitor Services  
<http://www.museumoflondon.org.uk/London-Wall/Whats-on/Exhibitions-Displays/>  
Charge? – No
- **Past exhibitions: information and interactives about recent exhibitions**  
Available – Accessible only on the web  
<http://www.museumoflondon.org.uk/Explore-online/Past/>  
Charge? – No
- **Exhibitions checklist: Museum exhibitions since 1975**  
Available – Complete list available from Information Resources  
For a partial listing see:  
<http://www.museumoflondon.org.uk/London-Wall/Whats-on/>  
Charge? – No
- **On-line exhibitions: exhibitions on the website include subsets of the collections information**  
Available – Accessible only on the Web site  
<http://www.museumoflondon.org.uk/Explore-online/Virtual/>  
Charge? – No



## Services for which fees are charged and details of those charges

- **Museum Picture Library services and charges**  
Available – Website or from museum Photographic Resources  
<http://www.museumoflondon.org.uk/buy-online/licensing-museum-london-images-footage/>  
Charge? – No
- **Information about the hire of museum facilities**  
Available – Website or from Special Events (Venue Hire)  
Museum of London  
<http://www.museumoflondon.org.uk/Corporate/Venue-hire/London-Wall-Venue-Hire/>  
Museum in Docklands  
<http://www.museumoflondon.org.uk/Corporate/Venue-hire/Docklands-Venue-Hire/>  
Charge? – No

## Opportunities for volunteers

- **Museum of London volunteer information**  
Available – Website  
<http://www.museumoflondon.org.uk/Get-involved/Volunteer/>  
Charge? – No

## Educational services

- **Learning resources: fact packs, teachers guide, practical information, what's on**  
Available – Website or from Learning  
<http://www.museumoflondon.org.uk/Schools/>  
Charge? – Web resources available at no charge

- **Family and adult events: details and programmes**

Available – Information about current events available on the Web site or from the Booking Office

<http://www.museumoflondon.org.uk/London-Wall/Whats-on/Events/>

Charge? – No

## **Publications, leaflets, booklets and newsletters**

- **Access to the Museum: map, accessibility, opening times**

Available – Website, museum reception area or from Visitor Services

<http://www.museumoflondon.org.uk/London-Wall/Visiting-us/>

Charge? – No

- **Introduction to the galleries**

Available – Website or from Visitor Services

<http://www.museumoflondon.org.uk/London-Wall/Whats-on/Galleries/>

Charge? – No

- **Checklist of museum publications**

Available – List available from Information Resources. The publications can be consulted in the museum library, in other major libraries or – if available in print – can be purchased through booksellers including the museum shop.

Charge? – List available at no charge

- **Museum of London e-newsletter**

Available – Website

<http://www.museumoflondon.org.uk/Explore-online/Enewsletter/>

Charge? – No

## Advice and guidance

- **General standards for the preparation of archaeological archives deposited with the Museum of London**  
Available – Web site or from the Archaeological Archive  
<http://www.museumoflondon.org.uk/collections-research/laarc/>  
Charge? - No
- **FAQs on the collections and access to them**  
<http://www.museumoflondon.org.uk/Collections-Research/Access-enquiries/>  
Charge? - No

## Media releases

- **Museum press releases**  
Available – Press releases from January 2001 onwards are on the web site or from the Press Office.  
<http://www.museumoflondon.org.uk/Corporate/Press-media/>  
Charge? – No

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