

## **MUSEUM LONDON**

### **BOARD POLICY**

#### ***PUBLIC ACCESS***

##### **Preamble**

With its mission “*to inspire and educate our community by preserving and sharing our art and history*”, Museum London views virtual or physical access to its collections and information resources as one of its primary and defining responsibilities.

##### **Definitions:**

*Access:* Refers to Museum London's responsibility to make its collections and information resources available to Museum London employees, volunteers, and members of the public.

*Collections:* Refers to objects including artifacts, works of art and any other movable cultural properties that have been formally accepted and accessioned by Museum London.

*Information Resources:* Documentation acquired, accumulated, created, or commissioned by Museum London, regardless of method of storage and retrieval.

##### **Policy**

##### **Commitment to Access:**

Museum London strives to provide the public with virtual or physical access to its cultural and educational resources.

In making its collections and information resources accessible, Museum London will reasonably attempt to:

- Minimize economic, social, geographic, physical, intellectual, behavioural and cultural barriers and reach out to a broad range of interest levels.
- Respect the values and traditions of its stakeholders in the development of programs and exhibitions that are consistent with Museum London's mission.
- Advocate co-operation and participation among cultural institutions by sharing collections, curatorial, and museological information and lending objects for exhibition and research.
- Allow selected objects from the collections to travel under professionally supervised conditions and with safeguards that will ensure the best protection that can reasonably be provided.
- Provide visitors with dignified customer service by training employees, volunteers, and contractors in accordance with the Museum London Accessible Customer Service Policy.

##### **Primary Access to Collections:**

Primary access to Museum London’s collections is provided through exhibitions and programs. Museum London will provide special access to the collections to interested parties, as appropriate. Requests for

access to collections and information resources that are not currently available to the public through these primary means of access will be carefully considered. Deciding whether to grant access, Museum London will consider all relevant circumstances, including whether granting the request would be consistent with its mission and the legitimate interests of the person seeking access.

**Intellectual Access:**

Primary access to information resources, including archival material and publications, is provided through Museum London's art and historical libraries, archives, and exhibition and artist files. Virtual or physical access to collections and information resources will be subject to compliance with the Copyright Policy.

Museum London reserves its right to refuse requests for access.

**Physical Access:**

Museum London will provide physical access to the Museum's public areas by providing barrier-free access to visitors to the public areas in accordance with the Museum London Accessible Customer Service Policy required for the implementation of the Accessibility for Ontarians with Disabilities Act (AODA 2005).

**Use of Public Areas:**

The Museum's public areas may be used for Museum London-sponsored activities or private rentals, subject to the following conditions:

- The use of public areas should be consistent with Museum London's good reputation.
- Risk management practices will be applied to all public areas and to the collections.
- Fees charged for rental or other agreements should, generally, generate net revenue after covering all direct and associated expenses.

**Last Revised Date:** 31 March 2021

**MONITORING:**

**Adherence**

The Executive Director will report to the Board on any areas of non-adherence within a timely manner.

**Policy Review**

*Method:* Internal Report

*Responsibility:* Policy Committee

*Minimum Frequency:* Three Years