

# **LEAMINGTON SPA ART GALLERY & MUSEUM**

## **COLLECTIONS ACCESS POLICY 2012-2017**

Name of governing body: **Warwick District Council**

Date on which this policy was approved by governing body: 30 May 2012

Date at which this policy is due for review: 29 May 2017

## **General**

Leamington Spa Art Gallery & Museum is committed to providing the best possible physical, intellectual and virtual access to the collections while preserving them for future generations.

The Collections Management risk assessment will help guide decisions balancing the needs of access against the requirements for the long-term care of the collections.

Access to the collections will be provided in accordance with all legal requirements, including the Disability Discrimination Act (1995), the Data Protection Act (1998), the Freedom of Information Act (2000) and copyright law.

## **Display**

Leamington Spa Art Gallery & Museum will provide access to objects in the collection through permanent displays and temporary exhibitions.

Displays will provide maximum access, whilst ensuring the safety and security of the objects.

A range of interpretive methods will be used to appeal to diverse audiences, including: text panels and captions; printed guides and catalogues; inter-actives; oral histories and archive film; quizzes, trails and backpacks; dressing up; talks and guided tours.

When planning exhibitions and displays consideration will be given to the requirements of the intended audience and the most appropriate methods of providing access to the objects will be adopted. These may include: interpretation in other languages, Braille, low level displays, handling objects, wheelchair accessible display furniture, and family friendly inter-actives. Specialist advice will be sought when appropriate.

## **Virtual access**

Access to all objects in the collections archive is provided virtually through Leamington Spa Art Gallery & Museum's collections website and through Windows on Warwickshire. Objects will be added to the website as they enter the collections.

## **Stored collections**

Leamington Spa Art Gallery & Museum will provide access to stored collections and associated documentary information by prior appointment.

Suitable, secure and furnished space will be provided for users to consult the collection.

Users consulting the stored collections will be supervised at all times and will not be left alone in the stores or with objects from the collections.

Reasonable requests for copies of associated documentary information will be granted.

## **Loans**

See the Documentation Policy

## **Surrogates**

Leamington Spa Art Gallery & Museum aims to provide access to the historic objects and artworks in its collections. However, on occasion surrogates may be used when the care or preservation of the objects will be compromised. For example, photographs of objects may be reproduced on text panels for exhibitions or digital reproductions of objects in the collection may be used to reduce unnecessary handling. Decisions will be made with reference to the Collections Management risk assessment.

## **Commercial access**

Requests to use objects from the collection for commercial purposes may be granted when the purpose is consistent with the mission and policies of Leamington Spa Art Gallery & Museum and its parent body (Warwick District Council).

## **References**

Documentation Policy  
Collections Care and Conservation Policy  
Documentation Procedures  
Tapping In User Guide

This collections access policy has been produced with reference to Warwick District Council's Equality and Diversity Scheme.