

Collections Access Policy



Name of museum: Leamington Spa Art Gallery & Museum

Name of governing body: Warwick District Council

Date on which this policy was approved by governing body: August 2018

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: July 2023

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 collection exists for everyone regardless of education, income, residence, or personal circumstances.

LSAG&M encourages and enables intellectual access to the collection and seeks ways to improve and extend access to information and scholarly research.

LSAG&M seeks to provide all visitors with equal physical access to the building, making alternative provision where necessary within the constraints of the Grade II* Listed Building. It ensures that current and future building projects provide appropriate physical access for all visitors. Expert advice is sought whenever necessary.

LSAG&M takes account of the needs of visitors with disabilities in all safety procedures and consults experts on ways to improve disability awareness for staff.

Access to the collections will be provided in accordance with all legal requirements, including the Equality Act (2010), the Data Protection Act (2018), 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.

LSAG&M strives to provide information in forms that are accessible to all visitors and to cater for most needs. Signage is designed and situated to be as legible as possible. LSAG&M undertakes to review regularly its methods of communication and to adopt best practice in this area, in consultation with specialist organisations.

A range of interpretive methods will be used to engage with diverse audiences, including: text panels and captions, printed guides and catalogues, interactives and digital projects, oral histories and archive film, educational activities, projects, trails, talks and guided tours. Large print interpretation is available and the main Art Gallery includes a dementia friendly display area.

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 interactives. Specialist advice will be sought when appropriate.

Virtual access

Access to information and, where possible, images of all objects and artworks in the collection is provided virtually through Windows on Warwickshire. Information and images of objects and artworks will be added to the website as items 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

Access Assessment www.accessibilityguides.org
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.