

MUSEUM OF LONDON FREEDOM OF INFORMATION PUBLICATION SCHEME

Last updated 31 January 2006

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 a Non-Departmental Public Body, funded jointly by the Department for Culture, Media and Sport and the Corporation of London. It is governed by the Museum of London Acts, 1965 and 1986.

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 document is the Museum's publication scheme, which has been approved by the Information Commissioner and came into force on 30 November 2002.

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.

Structure:

- Scope of the publication scheme
- Access to information
- Individual requests for information prior to January 2005
- Individual requests for information after January 2005
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SCOPE OF THE PUBLICATION SCHEME

The scheme includes three main groups of information (corporate information and management; collections information; public services information) and a series of classes within these groups. This structure is based on a model scheme developed for all national museums, taking into account the organisational structure in the Museum.

As the scheme is evaluated and maintained, further areas will be considered for inclusion.

The overall museum service includes the main museum (with public galleries on London Wall) and the Museum of London's Archaeological Services (MoLAS).

ACCESS TO INFORMATION

This publication scheme is available on the Museum's Web site 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.

INDIVIDUAL REQUESTS FOR INFORMATION PRIOR TO JANUARY 2005

Prior to the introduction of the general right of access to information created by the Freedom of Information Act, the Museum is committed under the *Code of Practice on Access to Government Information* to provide timely and accessible information to explain policies, actions and decisions and respond to reasonable requests for information.

Requests for information under the Code should be made in writing or by email to the relevant contact and should specify that the request is being made under the terms of the Code.

INDIVIDUAL REQUESTS FOR INFORMATION AFTER JANUARY 2005

Once the Freedom of Information Act comes into full force in January 2005, an enquirer will be able to make an individual request for information. The enquirer will have the right to be told whether the information is held by the Museum and to receive the information, subject to certain exemptions. Individuals already have the right of access to information about themselves under the Data Protection Act 1998 and the freedom of information provisions extend this right to allow public access to all types of information held by public bodies.

Requests for information under the Act should be made in writing or by email to the relevant contact (from January 2005).

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, by submitting a request in writing to the Director. If you are still not satisfied with the response, you may seek an independent review from the Parliamentary Commissioner for Administration (under the Code of Practice on Access to Government Information) or the Information Commissioner (under the Freedom of Information Act).

COPYRIGHT

Information included in the publication scheme may be reproduced once for information and personal research only. Please contact the Museum Photographic Resources Section or MoLAS (contact details below) for information about the reproduction of images 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

MUSEUM ADDRESSES

	<i>Telephone</i>	<i>Fax</i>
Museum of London www.museumoflondon.org.uk/english		
London Wall London EC2Y 5HN	020 7600 3699	020 7600 1058
London Archaeological Archive and Research Centre (LAARC) http://www.museumoflondon.org.uk/laarc		
Mortimer Wheeler House 46 Eagle Wharf Road London N1 7ED	020 7490 8447	020 7490 5047
Museum of London's Archaeological Services (MoLAS) www.molas.org.uk		
Mortimer Wheeler House 46 Eagle Wharf Road London N1 7ED	020 7410 2200	020 7410 2201
Museum in Docklands www.museumindocklands.org.uk/english		
West India Quay Canary Wharf London E14 7AL	0870 444 3851	0870 444 3853

INDIVIDUAL CONTACTS

<i>Contact</i>	<i>Telephone</i>	<i>Email</i>
Director	020 7814 5700	jlohman@museumoflondon.org.uk
Head of Information Resources	020 7814 5587	Information.resources@museumoflondon.org.uk
Directorate	020 7814 5700	info@museumoflondon.org.uk
Press Office	020 7814 5502	press@museumoflondon.org.uk
Booking Office	020 7814 5777	bookings@museumoflondon.org.uk
Visitor Management	020 7814 5611	info@museumoflondon.org.uk
Visitor and Market Analyst	020 7814 5510	eransford@museumoflondon.org.uk

Special Events	020 7814 5613	specialevents@museumoflondon.org.uk
Development Office	020 7814 5508	development@museumoflondon.org.uk
Human Resources Section	020 7814 5790	hr@museumoflondon.org.uk
Recruitment	020 7814 5793	recruitment@museumoflondon.org.uk
Learning	020 7814 5778	access.learning@museumoflondon.org.uk
Community	020 7814 5778	
Information Systems	020 7410 2205	it@museumoflondon.org.uk
Information Resources	020 7814 5587	information.resources@museumoflondon.org.uk
Museum Library	020 7814 5588	library@museumoflondon.org.uk
Museum Shop	020 7814 5600	shop@museumoflondon.org.uk
Museum Photographic Resources	020 7814 5605	picturelib@museumoflondon.org.uk
Archaeological Archive	020 7566 9317	laarc@museumoflondon.org.uk
Museum of London's Archaeological Services (MoLAS)	020 7410 2200	

OTHER CONTACTS

Corporation of London Records Office

	<i>Telephone</i>	<i>Email</i>
PO Box 270 Guildhall London EC2P 2EJ	020 7332 1251	clro@corpoflondon.gov.uk

The Stationery Office

<http://www.hmsso.gov.uk>

Copies of the leaflets described below can be purchased from:

TSO Orders/Post Cash 0870 600 5522
 Department
 PO BOX 29
 Norwich
 NR3 1GN
<http://www.tso.co.uk>

MUSEUM OF LONDON FREEDOM OF INFORMATION PUBLICATION SCHEME

1. CORPORATE INFORMATION

1.1 Annual reports and accounts

a) Museum of London Annual Report

Description	Museum of London Annual Report: includes reports on activities and statement of financial activities.
Availability	Issued annually, approximately 6 months after the end of the financial year. Text version to be available on the Web site from the 2002-03 edition, late 2003. Full edition of the most recent report available from Visitor Management. Limited back issues available from Visitor Management. All issues available for reference in the Museum Library and online at: http://www.molg.org.uk/English/Aboutus/ReportsPolicies/
Charge?	No

b) Museum of London's Archaeological Services (MoLAS) Annual Report

Description	Museum of London's Archaeological Services (MoLAS) Annual Report: includes report on activities.
Availability	Issued annually, approximately 6 months after the end of the financial year. Text version to be available on the Web site from the 2002-03 edition, late 2003. Full edition of the most recent report available from MoLAS. Limited back issues available from MoLAS. All issues available for reference in the Museum Library. http://www.molas.org.uk/projects/annualReviews.asp?aryear=2005
Charge?	No

1.2 Accountability and relationship to government

a) Funding basis

Description	Outline of funding basis
Availability	Web site or from the Directorate. http://www.molg.org.uk/English/Aboutus/Funding/
Charge?	No

b) Funding agreement

Description	Funding agreement
Availability	Summary of the current agreement available from the Directorate and available on website. http://www.molg.org.uk/English/Aboutus/Funding/
Charge?	No

c) Acts of Parliament

Description	Acts of Parliament: the Museum is governed by the Museum of London Act 1965 and the Museum of London Act 1986
Availability	Available from The Stationery Office.
Charge?	Yes

1.3 Plans and strategy

Description	Strategic plan
Availability	Reviewed annually; current version available from the Directorate.
Charge?	No

1.4 Minutes of meetings

Description	Board of Governors: minutes
Availability	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. Previous minutes available from the Directorate, starting with the meeting in December 2002. (Parts of these minutes may be restricted because they contain personal or other exempt information.) Minutes prior to December 2002 include exempt information and are not included in the scheme.
Charge?	No

1.5 Organisational structure

b) Structure charts

Description	Structure charts: Museum and MoLAS
Availability	Current structures available from Human Resources
Charge?	No

b) Trustees and senior management

Description	Trustees and senior management: biographies and senior staff responsibilities
Availability	Web site or from Human Resources. [This page is currently under development: draft available from Information Resources] http://www.molq.org.uk/English/Aboutus/ http://www.molq.org.uk/English/Aboutus/Governors/
Charge?	No

c) Staff list

Description	Staff list
Availability	List for the past year available in the Museum and MoLAS Annual Reports (see above). Partial list also available under the Museum of London entry in the Museums Yearbook (Museums Association).
Charge?	No charge for Annual Reports

1.6 Finance

a) Statement of Financial Activities

Description	Accounts: Statement of Financial Activities
Availability	Included in the Annual Report (see above).
Charge?	No

b) Full accounts

Description	Full accounts
Availability	Available from the Directorate and last financial year available on Website http://www.molg.org.uk/English/Aboutus/ReportsPolicies/
Charge?	No

1.7 Buildings and estates

Description	Health & Safety policy
Availability	Museum policy included within the Staff manual, available from Human Resources.
Charge?	Charge for reproduction

1.8 Personnel

a) Employment policy

Description	Employment policy
Availability	Museum policy available from April 2003 from Human Resources. Summary of MoLAS policy from MoLAS.
Charge?	No

b) Recruitment vacancies

Description	Recruitment: information about current vacancies
Availability	Web site http://www.molg.org.uk/English/Jobs/

Charge? No

c) Equal Opportunities

Description Equal Opportunities Policy
Availability Available from Human Resources.
Charge? No

d) Staff manual

Description Staff Handbook
Availability Available from Human Resources.
(Parts of this manual may be restricted because it contains personal or other exempt information.)
Charge? Charge for reproduction

1.9 Information systems and information technology

Description IT strategy
Availability Available from Information Systems.
Charge? No

1.10 Archaeology services

Description MoLAS: outline and capability statement
Availability Web site or from MoLAS.
<http://www.molas.org.uk/pages/resourcesCS.asp>
Charge? No

1.11 Fundraising and development

a) Membership and support programmes

Description Membership and support programmes: information about current programmes
Availability Web site or from the Development Office.
<http://www.molg.org.uk/English/Supportus/>
Charge? No

b) Donors and sponsors

Description Donors and sponsors: information about donors to the collection and other support received by the Museum
Availability Summary for the past year available in the Annual Report (see above) or from

the Development Office.

Charge? No

1.12 History of the Museum

Description Brief history, including guide to publications about the Museum

Availability Web site or from the Museum Library.
[This page is currently under development: draft available from Information Resources]

Charge? No

1.13 Organisational archive and records

Description Business archive

Availability Brief outline on the Web site or from the Museum Library. The London Museum business archive is available by appointment through the Museum Library; papers concerning the Guildhall Museum can be consulted through the Corporation of London Records Office; the Museum Library can advise on access to archival information about the Museum of London. (Some documents in these archives may be restricted because they contain personal or other exempt information.) MoLAS's internal business archive is not open, as it contains personal or other exempt information.
[This page is currently under development: draft available from Information Resources]

Charge? No

1.14 Information access

a) Information policies

Description Outline, data protection and freedom of information policies

Availability Web site or from Information Resources.
[This page is currently under development: draft available from Information Resources]

Charge? No

b) FOI publication scheme

Description FOI publication scheme (this document)

Availability Web site or from Information Resources.
<http://www.molg.org.uk/English/Aboutus/FOI/>

Charge? No

c) Guidelines to staff

Description	Data protection, Freedom of information and Enquiry guidelines to staff
Availability	Available from Information Resources. [This page is currently under development: draft available from Information Resources]
Charge?	No

2. COLLECTIONS AND CURATORIAL INFORMATION

2.1 Curatorial structure and staff

Description	Outline and departmental summaries
Availability	Web site or from Information Resources. [This page is currently under development: draft available from Information Resources]
Charge?	No

2.2 Collections management policies and procedures

a) Outline of policies and procedures

Description	Outline of collections management policies and procedures
Availability	Web site or from Information Resources. [This page is currently under development: draft available from Information Resources]
Charge?	No

b) Policies and procedures

Description	Policies and procedures: Collecting policy, Acquisition procedure, Loans-in procedure, Loans-out policy and procedure, Disposal procedure, Public identifications procedure
Availability	Available from Information Resources.
Charge?	No

2.3 Collections information

a) Outline of the collections

Description	Brief outline of the collections
Availability	Web site or from Information Resources. http://www.museumoflondon.org.uk/English/Collections/
Charge?	No

b) Access to on-line database

Description	Access to on-line database: publicly accessible versions of the Museum's database
Availability	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/new/searchmenu.asp
Charge?	No

c) Guides to the galleries

Description	Guides to the galleries, their themes and collections: visitor services include an audio guide and gallery interactives in certain galleries and exhibitions
Availability	Accessible either in the galleries (e.g. audio guide), on the Web site or both. http://www.museumoflondon.org.uk/English/EventsExhibitions/Permanent/Default.htm
Charge?	Charge for the audio guide, otherwise no charge

d) On-line exhibitions

Description	On-line exhibitions: exhibitions on the Web site include subsets of the collections information
Availability	Accessible only on the Web site. http://www.museumoflondon.org.uk/English/EventsExhibitions/Virtual/Default.htm
Charge?	No

e) Access to internal collections database

Description	Access to internal collections database: the Museum's databases hold information about the core collections and the archaeological collections
Availability	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 from Information Resources. (Some parts in these records may be restricted because they contain personal or other exempt information.)
Charge?	No

f) Published catalogues

Description	Published catalogues: list of published catalogues
Availability	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/new/pubsearch.asp

Charge? List available at no charge

g) Collection Archive

Description Collection Archive

Availability 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

h) Archaeological Archive

Description Archaeological Archive

Availability 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 Web site. <http://www.museumoflondon.org.uk/laarc/new/searchmenu.asp> 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.) <http://www.museumoflondon.org.uk/laarc/new/pubsearch.asp>

Charge? No

2.4 Curatorial services

a) Reserve collections

Description Access to the reserve collections: information about how to make an appointment

Availability Web site or from Information Resources. <http://www.museumoflondon.org.uk/English/Collections/AccessEnquiries>

Charge? No

b) Museum Library

Description Access to the Museum Library: information about how to make an appointment

Availability Web site or from the Museum Library. [This page is currently under development: draft available from Information Resources]

Charge? No

c) Archaeological Archive

Description	Access to the Archaeological Archive: information about how to make an appointment
Availability	Web site or from the Archaeological Archive. http://www.museumoflondon.org.uk/laarc/new/infomenu.asp
Charge?	No

d) Collection-based and historic enquiries

Description	Collection-based and historic enquiries: information about how to make an enquiry
Availability	Web site or from the Museum Library. http://www.museumoflondon.org.uk/English/Collections/AccessEnquiries/
Charge?	No

e) Object identifications

Description	Object identifications: information about how to arrange for an object to be identified
Availability	Web site or from Information Resources. http://www.museumoflondon.org.uk/English/Collections/AccessEnquiries/
Charge?	No

2.5 Education

a) Learning resources

Description	Learning resources: fact packs, teachers guide, practical information, what's on
Availability	Web site or from Learning. http://www.museumoflondon.org.uk/English/Learning/
Charge?	Web resources available at no charge

b) Community projects

Description	Community projects: information about links with communities
Availability	Web site or from Community. Some projects under this section are now archived: http://www.museumoflondon.org.uk/English/EventsExhibitions/Community/
Charge?	No

2.6 Archaeology

a) London archaeology

Description	London archaeology: outline
Availability	Web site or from the Archaeological Archive.

<http://www.museumoflondon.org.uk/laarc/new/subprof.asp?cat=3&pagecall=register>

Charge? No

b) London Archaeological Archive and Research Centre (LAARC)

Description London Archaeological Archive and Research Centre (LAARC)

Availability Web site or from the Archaeological Archive.
<http://www.museumoflondon.org.uk/laarc>

Charge? No

c) Museum of London's Archaeology Service

Description Museum of London Archaeology Service: general interest

Availability Web site or from MoLAS.
<http://www.molas.org.uk/>

Charge? No

d) General standards for the preparation of archaeological archives

Description General standards for the preparation of archaeological archives deposited with the Museum of London

Availability Web site or from the Archaeological Archive.
<http://www.museumoflondon.org.uk/laarc/new/subprof.asp?cat=3&pagecall=deposition>

Charge? No

3. PUBLIC SERVICES INFORMATION

3.1 Visitor services

a) Statement of standards for public services

Description Statement of standards for public services

Availability Available from the Visitor Management.
[This page is currently under development: draft available from Information Resources]

Charge? No

b) Attendance figures

Description Attendance figures

Availability Included in Annual Report (see above).

Charge? No

c) Contact information

Description	Contact information, feedback
Availability	Web site, museum reception area or from the Visitor Management. http://www.molq.org.uk/English/Contactus/
Charge?	No

d) Mailing list

Description	Additions to Museum mailing list
Availability	Web site, museum reception area or from Visitor and Market Analyst. http://www.molq.org.uk/English/NewsRoom/Enewsletter/
Charge?	No

3.2 Visitor information

a) Access

Description	Access to the Museum: map, accessibility, opening times
Availability	Web site, museum reception area or from Visitor Management. http://www.museumoflondon.org.uk/English/Yourvisit/
Charge?	No

b) Leaflets

Description	Leaflets about the Museum and Museum services
Availability	Museum reception area or from Visitor Management or Marketing.
Charge?	No

3.3 Galleries

a) Introduction

Description	Introduction to the galleries
Availability	Web site or from Visitor Management. http://www.museumoflondon.org.uk/English/EventsExhibitions/Permanent/Default.htm
Charge?	No

b) On-line information

Description	On-line galleries: on-line information about the galleries
Availability	Accessible only on the Web. http://www.museumoflondon.org.uk/English/EventsExhibitions/Permanent/Default.htm http://www.museumoflondon.org.uk/English/EventsExhibitions/Virtual/Default.htm
Charge?	No

3.4 Exhibitions

a) Current and future exhibitions

Description	Current and future exhibitions: details and programmes
Availability	Web site or from Visitor and Market Analyst. http://www.museumoflondon.org.uk/English/EventsExhibitions/
Charge?	No

b) Past exhibitions

Description	Past exhibitions: information and interactives about recent exhibitions
Availability	Accessible only on the Web. http://www.museumoflondon.org.uk/English/EventsExhibitions/Past
Charge?	No

c) Exhibitions checklist

Description	Exhibitions checklist: Museum exhibitions since 1975
Availability	Web site or from Museum Library [This page is currently under development: draft available from Information Resources] For a partial listing see: http://www.museumoflondon.org.uk/English/EventsExhibitions/
Charge?	No

d) On-line exhibitions

Description	On-line exhibitions: exhibitions on the Web site
Availability	Accessible only on the Web site. http://www.museumoflondon.org.uk/English/EventsExhibitions/Virtual/Default.htm
Charge?	No

3.5 Events

Description	Family and adult events: details and programmes
Availability	Information about current events available on the Web site or from the Booking Office. http://www.museumoflondon.org.uk/English/EventsExhibitions/Events/
Charge?	No

3.6 Publications

a) Museum publications

Description	Checklist of Museum publications
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Availability List 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.

Charge? List available at no charge

b) MoLAS publications

Description MoLAS publications

Availability List available on the Web or from MoLAS. 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.molas.org.uk/pages/publicationhome.asp>

Charge? List available at no charge

3.7 Membership and support

Description Membership and support programmes: information about current programmes

Availability Web site or from the Development Office.
<http://www.molg.org.uk/English/Supportus/>

Charge? No

3.8 Press & Marketing

Description Museum press releases

Availability Press releases from January 2001 on the Web site or from Press Office.
<http://www.molg.org.uk/English/NewsRoom/>

Charge? No

3.9 Photographic Resources

a) Museum photographic services

Description Museum photographic services and charges

Availability Web site or from Museum Photographic Resources.
<http://www.molg.org.uk/English/VenuesServices/PictureLibrary/>

Charge? No

b) Museum Picture Library

Description Museum Picture Library services and charges

Availability Web site or from Museum Photographic Resources.
<http://www.molg.org.uk/English/VenuesServices/PictureLibrary/>

Charge? No

c) MoLAS photographic services

Description	MoLAS photographic services and charges
Availability	Available from MoLAS.
Charge?	No

3.10 Museum shop

Description	Information about the Museum shop
Availability	Web site or from the Museum Shop. http://www.museumoflondon.org.uk/English/Shop/ http://www.museumoflondonshop.co.uk/
Charge?	No

3.11 Hire of facilities

Description	Information about the hire of Museum facilities
Availability	Web site or from Special Events. Museum of London http://www.molg.org.uk/English/VenuesServices/MoLVenueHire/ Museum in Docklands http://www.molg.org.uk/English/VenuesServices/MiDVenueHire/
Charge?	No

FURTHER INFORMATION

If you require a large print version of this scheme, please contact:

Information Resources

tel: 020 7814 5588

email: informationresources@museumoflondon.org.uk