

## **Elgin Museum Access Policy 2014**

### **Museum's statement of purpose**

The Moray Society, a membership organisation, owns and manages the Elgin Museum. The purpose of Elgin Museum is to conserve and display the objects and archive in its care, to act as a focus for learning and enjoyment for all and to support the appreciation of the natural history, culture and heritage of Moray and to maintain the buildings in its ownership.

### **Access Policy:**

It is fundamental to the Museum's existence that it should be accessible to as wide an audience as possible, taking into account the varying access needs of potential visitors: physical and intellectual, including visual and hearing impairments, learning difficulties, old age and infirmity, wheelchair access, language, geographical, transport, children and vulnerable adult. For this reason, it is the policy of Elgin Museum, and its governing body to ensure the following will be part of the management strategy:

1. An Access statement (currently using the VisitEngland template), describing our facilities and services, is published on our web site.
2. An Access checklist (currently MGS template 2014) is carried out annually, addressing any deficiencies this reveals.
3. Training for Museum volunteers and staff at induction and annually as to the resources within the Museum to facilitate access and reminders of appropriate behaviour.

Adoption of Policy by Moray Society Board: 29 / 7 / 2014

Date for review (max. 5 yrs): 28/7/2017