

Elgin Museum: Sustainability Policy and Plan 2018

Elgin 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.

Policy

Elgin Museum and its governing body, The Moray Society, are committed to sustainability to ensure not only their long-term future but that of the environment in which they exist. It is seen as paramount that all resources, whether human, financial or relating to the environment are well cared for, that waste is minimised, and that the aspiration is maintained to improve year-on-year. A culture of sustainability will be promoted throughout the workforce. It is however acknowledged that the nature of the Category A listed building can impose certain constraints on options for energy conservation. The Forward Plan will be carried out in compliance with the Sustainability Policy, taking note of the Sustainability Plan.

Plan

1. Human resource:

- New volunteers - recruitment to augment and replenish the volunteer workforce by annual promotion, and ongoing advertising through editorial in local papers and display windows, and as required media calls.
- Members of Moray Society as Museum supporters – encouragement of new membership eg special offer for first year, and retaining of members through provision of value for money.
- Younger recruits via schools, family events, college – engagement through events, use of Museum as a course resource and offering opportunities for work experience/student apprenticeships, Young Marvels junior membership. Obtain ongoing funding to sustain a paid role to support this work.
- Clear Health & Safety Policy.
- Nurturing of existing volunteers – demonstrate they are valued through courtesy and an ethos of inclusion, and provide and encourage training opportunities.
- Maintenance of a committed Board of Trustees, with an appropriate range of skills and experience to oversee governance, continuity and adherence to the aims of the Museum and The Moray Society.

2. Income and expenditure:

- Forward planning and prioritisation for effective financial management.
- Regular reviews of accounts at Elgin Museum Management Committee (EMMC) and Board meetings, and overview by Finance Committee.
- Grant applications – use every opportunity for timeous applications for external funding, through forward planning.
- Accreditation – maintain Accreditation standard for eligibility for receipt of grants, and demonstration that Museum is deserving of support.
- Through a Marketing Group, or other elements of The Moray Society, to promote the Museum as a resource to be supported; ensure Moray Council is aware of the Museum's value as a relatively low-cost resource, contributing to education locally, as a prestigious Category A listed building and institution in Elgin's town centre and a focus for heritage tourism.

3. Environmental sustainability

- The Museum must be environmentally conscious through its approach to energy conservation, minimising waste and reducing any adverse effect on the environment.
- Heating – settings adjusted to meet the needs of environmental control for collections in line with Collections Care and Conservation Policies, working environment and visitor comfort, taking account of ambient temperature and weather conditions.
- Recycling – of all materials that can be recycled locally eg paper, plastic bottles, tins; make this easy for all users by providing appropriate receptacles. Internal reuse of paper.
- Lighting – promote awareness of unnecessary use eg gallery lights to be switched on only if visitors are in or if required for staff access. Use of low energy lights wherever possible.
- Computers and other electrical equipment – switch on only when in use, and other than main computer, not left on stand-by overnight.
- Printer use – general rule to think first whether print copy is really necessary, and use double-sided and Black & White options. Printer default set at Black & White.
- Written communications - by email rather than hard copy whenever possible.
- Maintenance – regular maintenance of equipment and utilities to minimise breakdowns and malfunctions.
- Keep doors shut to retain heat, improve efficacy of dehumidifiers and maintain the steady state conditions required by many Museum objects.

Accreditation cross references:

Accreditation Guidance June 2014: 1.3.4. Succession procedures 1.10. Environmental sustainability policy statement.

Adopted by the Board: 21/11/2018

Review date (max 5 years): 2023