

THE MORAY
SOCIETY

ELGIN
MUSEUM

**Staff,
Moray Society Board members,
Elgin Museum Management
Committee members,
and Volunteers**

HANDBOOK 2021

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**WELCOME TO THE MORAY SOCIETY AND ELGIN MUSEUM:
INFORMATION FOR STAFF, BOARD AND ELGIN MUSEUM MANAGEMENT
COMMITTEE MEMBERS AND VOLUNTEERS**

NB Covid-19 pandemic - January 2021: The Handbook has been updated only with changes for 2021 relating to our “normal” practice, including the duties of staff and volunteers. The Museum has been closed to the public since March 2020 with no date set for reopening in the face of the ever-changing status of the pandemic and Scottish Government rulings. In addition, the age and layout of the building and availability of volunteers will affect the Museum’s ability to reopen safely. Meanwhile, all are urged to make use of the digital content on the Museum website Home Page and to support the Museum.

Accreditation: The Museums Accreditation Scheme for museums in the UK is administered in Scotland by Museums Galleries Scotland (MGS) on behalf of Arts Council England (ACE). The aim of the scheme is "to identify a minimum level of standards and to encourage improvement through planning." Accreditation is a requirement for applications to many grant schemes, for example the National Lottery Heritage Fund, MGS and Moray Council, and for allocation of Treasure Trove. Elgin Museum’s accreditation was renewed in 2018. To maintain accreditation, we must continue to fulfil the standards of Governance and Museum Management, User Services, Visitor Facilities and Collections Management.

Collections Development Policy (formerly “Acquisitions and Disposals Policy”): This states the Museum's aims and objectives, describes the present collection, and lays out the circumstances in which we will acquire new objects or dispose of objects. Constraints of available space and collection care resource limit what the Museum can accept. The Policy essentially restricts us to collecting objects relating to Moray. We also have informal agreements about our geographical collection area with Moray Council Museums Service (currently closed) and Aberdeen University Museums.

Activities Committee: A Committee of the Moray Society, reporting to Elgin Museum Management Committee (EMMC). Key activities are organising the winter lecture series and conferences. The remit also includes promotion of the Moray Society and the Museum. Meetings are held as and when required and a modest income is generated. The activities depend on the input of members and have included musical evenings and outings.

Charity number: The Moray Society is a registered charity, number: SC017546. Quote this in all correspondence and documentation.

Civic Committee: A Committee of the Moray Society, reporting to the EMMC. The remit includes promotion of the care of the built and natural environment of Moray. The committee is in abeyance for lack of a convenor.

Collections Care: Evidence of the proper care of the Museum's collections is required for Accreditation. The responsibility for this is with the EMMC. Much of the day-to-day work is carried out by volunteers under the supervision of the Museum Assistant. This includes documentation and conservation of the objects in the Museum's care, regular checks and environmental monitoring and control. Adherence to “Location and Movement Control” of objects is key to care of the collections.

Committees: Membership of all Committees (other than the Finance Committee) is by invitation of the Convenor of the Committee. Any Moray Society member who is interested is encouraged to contact the Committee's Convenor.

Curator: The Moray Society is currently unable to afford the salary of a curator. The Curator at The Museum on the Mound, Edinburgh acts as Museum Mentor, as required for Accreditation.

Custodian: In the open season, there are two volunteers on duty, on a rota. The Custodian is based in the entrance hall, and the duties include admitting visitors, promoting the shop and the Visitors' Book, answering queries and keeping a tally of visitor numbers. The desk must be manned at **all** times for security. The Gallery Assistant works in the Museum galleries, ensuring safety and security and generally helping visitors to the Museum.

Disclosure: www.mygov.scot/disclosure-types Staff who work directly with children and vulnerable adults are required to be disclosed. Our volunteer-led children's activities are carried out when parents are present, and unaccompanied children are not allowed in the Museum, so volunteers are not required to be disclosed. Any disclosures required will be handled by the EMMC. However, all should be aware of appropriate behaviour and in particular, should not pay close attention to individual children except when the children are accompanied by parents or guardians.

Documentation Procedural Manual: It is a requirement for Accreditation that museums adhere to the SPECTRUM minimum standard for documentation for the primary procedures: Object Entry, Acquisition, Location and Movement Control, Cataloguing, Object Exit, Loans in, Loans out. Anyone working with the Museum's collection must be aware of and follow the procedures in the Manual. Chaos ensues if objects are in the Museum without appropriate identification, location and a paper trail. Under review 2020/21 including update to SPECTRUM 5 and compilation of Inventory.

Education and Outreach Worker: The post depends on external grant funding and will be renewed in 2021. The remit of the post depends on the funding stream, and can include visits to and by schools, youth and older people's groups, family and intergenerational activities, the preparation of related policies and resources and generally promoting the museum for education at all levels and across all age ranges.

Elgin Museum Management Committee (EMMC): A Committee of the Moray Society, reporting to the Board which devolves day to day management of the Museum to the EMMC. The EMMC meets six times a year and the Minutes are posted on the Moray Society notice board.

Emergency Executive Committee: convened with the approval of the Board in March 2020 to oversee day-to-day management of the Museum in time of Covid-19, and reporting to the Board.

Emergency Plan: It is the responsibility of all staff, volunteers, EMMC and Board members to keep themselves familiar with the emergency plan, for their own safety, and that of visitors, and for the care of the buildings and Museum collection. A summary of actions in emergencies is displayed near the office phone and in the Volunteers' file. ("Emergency Plan" master copy in the safe.)

Finance Committee: A Committee of the Moray Society. The key activity is advising the Board and EMMC on spending and other financial matters. The Convenor is the Company Secretary and Treasurer. Members are, ex officio, the Moray Society President, Vice-President, Past President and the EMMC Convenor.

Fire: The fire alarm is monitored and linked to the Fire Service. It is the responsibility of all staff, volunteers, EMMC and Board members to be aware of the fire procedures, fire alarms and extinguishers (plan in office doorway) and to attend an annual fire drill. If in doubt, speak with the Emergency Plan Volunteer or EMMC Convenor.

Fund Raising Committee: The Committee advises on funding opportunities available to the Moray Society, oversees grant applications and supports fund raising events. Suggestions for possible fundraising and grant opportunities are welcome.

Gallery Assistant: In the open season, there are two volunteers on duty, on a rota. After reception

by the Custodian, visitors are taken into the Museum by the Gallery Assistant, and given a welcome and orientation. The Gallery Assistant floats as necessary to answer questions and ensure the galleries are clean, tidy and secure.

Health and Safety: It is the responsibility of all staff and volunteers to keep themselves familiar with the Health and Safety policy, and use their common sense to safeguard themselves and visitors. If in doubt, speak with the EMMC Convenor to whom all incidents must be reported.

Janitor: Part time post, Wednesday to Saturday, which includes keyholder and cleaning duties and Saturday Custodian / Gallery Assistant. When he is on holiday, volunteers are kindly asked to help with keeping the Museum clean and tidy.

Keyholders: Museum keyholders are the Museum Assistant, Janitor, Convenor of the EMMC, and at least three other members of the EMMC. See monthly rota for the named person to contact in case of emergency. This will normally be the keyholder who opened or will be closing. **Volunteers on duty must ensure they know how to call a keyholder in an emergency if the Museum Assistant is not on site.**

Loans in: The policy on loans to the Museum lays down the reasons for which they are permitted; the documentation procedure requires a signed agreement with the lender. In brief, loans must be for a finite period, and other than in exceptional circumstances, the loan will be for a specific temporary display. The reason for caution is that the Museum is bound to give the same standard of care to a borrowed object as to any object in its collection; this might involve the Museum in expenditure of money or resource, and yet the Museum is not the owner. Loans out of the Museum require similar procedures to be followed.

Moray Heritage Connections: This umbrella group for museums and heritage groups in Moray, both in the Council and independent sectors, meets four times per year. Elgin Museum is a member and Bill Dalgarno is currently Treasurer. Training and visits are arranged for member organisations' volunteers.

Moray Society: This is the body that owns Elgin Museum, and is a company limited by guarantee and not having share capital. Company number 106529. Some of the Society's other aims and objectives are fulfilled through committees. Membership is by subscription and open to anyone supporting the aims and objectives. All members are encouraged to volunteer both in the Museum and on the Committees and all volunteers are encouraged to join the Moray Society. A Newsletter is published quarterly.

Moray Society Board: This is the Society's governing body. Membership is by election at the AGM in April and anyone interested in standing should contact the President. The Office Bearers are the President, Vice-President, Treasurer/Company Secretary and, ex officio, the EMMC Convenor. The President of the Moray Society is also Chairman of the Board. The Board meets quarterly. Minutes are posted on the Notice Board near the window.

Moray Society Membership: Members of the Moray Society have access to the (non-lending) library and other archive resources of the Museum and Society for research, and pay a member's reduced rate for events and photocopying. Membership is open to all who support the aims of the Society and pay an annual subscription – see current application form on the website. There is a special “deal” available to new members who sign a standing order payable from the following January. Members' support of the Museum, through involvement in the life of the Society and their subscriptions, is fundamental to the Museum's continued existence.

Museum Assistant: This is a part-time post. She works all day on Mondays and Tuesdays and on Wednesday mornings. Her main work is with the collections. The line-manager is the EMMC Convenor.

Museums Galleries Scotland (MGS): MGS is a membership organisation offering support, including training and advice, to museums and galleries throughout Scotland. It is the main conduit for Scottish Government funding to the sector and administers Museum Accreditation in Scotland on behalf of Arts Council England. Membership no. RD33.

Number 3, High Street: The Moray Society owns the building next door to the Museum. The building is currently requiring refurbishment and repurposing. While preliminary funding has allowed the earliest phase of the project for this and associated works for the whole museum building stock, a major funding challenge is ahead. The Museum uses the cellar under the shop as a store.

Object Entry: Anyone offering any object to the Museum for any purpose, including identification, must be treated with due consideration but objects must only enter the Museum in accordance with the Museum's procedures. The appropriate documentation must be completed. If you have not had training in this and there is no-one available to help you, complete an enquiry form and ask the person to return with the object and preferably contact us via email.

Policies and Procedures: Please see paper copies in files on outer office shelves, and electronic copies of key policies and the Moray Society Constitution on the website, under "The Museum".

Recognition: The Museum's collection of local fossils and associated archive has been Recognised as of special significance by the Scottish Government. This makes us eligible to apply to the Recognition Fund for grants for the collections' care and promotion. There is a Museum Geology Group, open to all volunteers.

Security: The Moray Society has a responsibility for the safety of staff, volunteers and visitors, and for the buildings and the objects in its care. The building, stores and some individual display cases are alarmed; there are some stand-alone alarms, including a personnel alarm. Visitors are not admitted unless there are two members of staff or volunteers on duty. There is a CCTV system. In case of accidental triggering of the alarm, and there being no keyholder on site, contact one of the keyholders who will instruct you how to cancel the alarm.

Side Hall: This is primarily used by the Museum for lectures, family events and school groups but is also available for use (for a donation) by community and other groups. (Tariff by office phone; see diary for existing bookings.)

Venue: Elgin Museum is licensed for the celebration of weddings and civil partnerships, and is available, subject to conditions, for hire for private and corporate events.

Volunteers: Volunteers are the backbone of the Moray Society and the Museum. They are encouraged to take part in whatever aspect of work they feel would best suit them, and to be active in giving feedback to the EMMC. There are three Volunteers' notice boards in the Outer Office where forthcoming events, minutes of meetings and other news are posted. The Volunteer Coordinator (Mentor) is the volunteers' first port of call. There are policies relating to volunteer agreements and grievance procedures. The Volunteer Coordinator (Rota) organises the front of house cover. ("Information for volunteers" at front desk.)

Volunteers are needed and welcomed both for front of house duties in the open season and for more backroom work all year round: curatorial (cataloguing, checking boxes from store), secretarial, preparation for Accreditation, exhibition projects, assisting with outreach and school visits etc.

Other jobs, according to an individual's interests and skills are arranged through the EMMC Convenor or the Museum Assistant – or, alternatively, ask anyone on the EMMC who should be able to direct you to something that will be of interest and needs to be done. Do ask!

Museum Volunteer induction sessions are held each spring. Training is available in-house and

externally e.g. through MGS, National Museums Scotland, Association of Independent Museums, Museums Association.

Most volunteers are Moray Society members, but we realise that non-members may well want to try out volunteering before committing to membership.

The 100 Club - new “shareholders”, who must be members of the Moray Society are always welcome. Shares are £10 per annum and there are four draws per year.

Moray Society Board

Grenville Johnston (President)
Claire Herbert (Vice President)
Graham Robertson (Co Secretary & Treasurer)
Edna Cameron
Bill Dalgarno
Claire Herbert
Stuart Huyton
Rebecca Russell
Donna Skelly
Janet Trythall
Caroline Webster

Board meetings held quarterly. AGM is last Friday in April.

Elgin Museum Management Committee

Bill Dalgarno (Convenor)
Edna Cameron
Jenny Cook
Gayle Henderson
Roger Prendergast
Graham Robertson
Mary Shand
Heather Townsend
Janet Trythall
In attendance: Doug MacBeath, Museum Mentor
ex officio Grenville Johnston (President)

Meetings held Tuesday every 2nd month.

Emergency Executive Committee

Claire Herbert (Vice-president)
Graham Robertson (Co Secretary and Treasurer)
Bill Dalgarno (EMMC Convenor)
Janet Trythall (Board member)

Finance Committee (ex officio)

Graham Robertson (Convenor)
Grenville Johnston (President)
Claire Herbert (Vice-president)
Janet Trythall (invited Board member)
Bill Dalgarno (EMMC Convenor)
Edna Cameron (Funding)

Meetings held 3 or more times annually, as decided by the Committee

Activities Committee

Mary Shand (Convenor)

Bill Dalgarno

Linda Duncan

Stewart Halkett

Claire Herbert

Janet Trythall

ex officio Grenville Johnston (President)

Meetings as decided by the Committee

Funding Committee

Edna Cameron (Convenor)

Bill Dalgarno

Claire Herbert

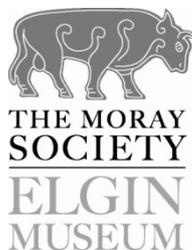
Ex officio Grenville Johnston (President)

Meetings as decided by the Committee

Civic Committee (in abeyance)

ex officio: Grenville Johnston (President)

Meetings as decided by the Committee



Janet Trythall, January 2021