

NATIONAL MUSEUMS SCOTLAND

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

National Museums Scotland has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme on our website at <http://www.nms.ac.uk/about-us/our-organisation/freedom-of-information/> or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

Where National Museums Scotland holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where National Museums Scotland does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you. We only charge if the amount copied exceeds 10 pages.

We will recharge any postage costs at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

The Freedom of Information Officer
National Museums Scotland
Chambers Street
Edinburgh
EH1 1JF
Tel: 0131 247 4153
Fax: 0131 247 4492
Email: FOI_Request@nms.ac.uk

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

CLASS 1: ABOUT NATIONAL MUSEUMS SCOTLAND
Class description:
Information about National Museums Scotland, who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class	How to access it
About National Museums Scotland	http://www.nms.ac.uk/about_us-1/about_us.aspx Paper copy from FOI Officer
History of National Museums Scotland	http://www.nms.ac.uk/about-us/history-of-national-museums-scotland/ Paper copy from FOI Officer
List of Trustees & Register of Interests	http://www.nms.ac.uk/about-us/our-organisation/trustees/ Paper copy from FOI Officer
National Museums Scotland Board of Trustees: Role and Responsibilities	http://www.nms.ac.uk/about-us/our-organisation/trustees/ Paper copy from FOI Officer
National Museums Scotland Board of Trustees: Code of Conduct	http://www.nms.ac.uk/media/388907/code-of-conduct-2014.docx Paper copy from FOI Officer
Management and Organisational Structure	Paper or electronic copy from FOI Officer
Senior Staff (structure, responsibilities & short biographies)	http://www.nms.ac.uk/about_us/about_us/corporate_information/executive_team.aspx Paper copy from FOI Officer
National Museums Scotland press office	http://www.nms.ac.uk/about-us/press-office/ Paper copy from FOI Officer

National Museums Scotland International Framework	http://www.nms.ac.uk/media/66892/nationalmuseumsscotlandinternationalframework.pdf Paper copy from FOI Officer
National and International Partnerships	http://www.nms.ac.uk/connections/ Paper copy from FOI Officer
Partnerships Strategy	http://www.nms.ac.uk/media/175597/national-museums-scotland-partnerships-strategy-2006-2011.pdf Paper copy from FOI Officer
Gaelic Language Plan	http://www.nms.ac.uk/about-us/our-organisation/gaelic-language-plan/ Paper copy from FOI Officer
Make a comment, complaint or compliment	http://www.nms.ac.uk/about-us/our-organisation/standards-of-service/

CLASS 2: HOW NATIONAL MUSEUMS SCOTLAND DELIVERS OUR FUNCTIONS AND SERVICES
Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
Strategic Plan	http://www.nms.ac.uk/about-us/our-organisation/vision-and-values/ Paper copy and limited back issues from FOI Officer
Annual Review & Accounts	http://www.nms.ac.uk/about-us/our-organisation/annual-review-and-accounts/ Paper copy and limited back issues from FOI Officer
General information for Visitors and Users	http://www.nms.ac.uk/our_museums.aspx Leaflets from FOI Officer
About Collections Departments	http://www.nms.ac.uk/about-us/collections-departments/

Schools Programme	http://www.nms.ac.uk/learning/schools.aspx Paper copy from FOI Officer
Info Zone and Museum Library	http://www.nms.ac.uk/national-museum-of-scotland/discover-the-museum/info-zone-and-museum-library/ Paper copy from FOI Officer
Research Framework policy	http://www.nms.ac.uk/media/72197/nmsresearchpolicycomplete.pdf Paper copy from FOI Officer
Research Ethics policy	http://www.nms.ac.uk/media/72194/nmsresearchethicspolicy.pdf Paper copy from FOI Officer
Research Themes policy	http://www.nms.ac.uk/media/72200/nmsresearchthemes2013.pdf Paper copy from FOI Officer
Collections Development strategy	http://www.nms.ac.uk/media/72191/nmscollectionsdevelopmentstrategy2012.pdf Paper copy from FOI Officer
Due Diligence policy for Inward Loans	http://www.nms.ac.uk/media/76310/nmsduediligencepolicyforloans.pdf Paper copy from FOI Officer
Research Repository	http://repository.nms.ac.uk/
Science Engagement & Research	http://www.nms.ac.uk/about-us/services-and-expertise/science-engagement/ Paper copy from FOI Officer
Treasure Trove	http://www.nms.ac.uk/about-us/services-and-expertise/treasure-trove/ Paper copy from FOI Officer

CLASS 3: HOW NATIONAL MUSEUMS SCOTLAND TAKES DECISIONS AND WHAT IT HAS DECIDED	
Class description: Information about the decisions we take, how we make decisions and how we involve others.	

The information we publish under this class	How to access it
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Minutes of Board of Trustees Meetings	http://www.nms.ac.uk/about-us/our-organisation/trustees/trustee-minutes/ Paper copy from FOI Officer
Strategic Plan	http://www.nms.ac.uk/about-us/our-organisation/vision-and-values/ Paper copy and limited back issues from FOI Officer

CLASS 4: WHAT NATIONAL MUSEUMS SCOTLAND SPENDS AND HOW IT SPENDS IT	
Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.)	

The information we publish under this class	How to access it
Annual Accounts	http://www.nms.ac.uk/about-us/our-organisation/annual-review-and-accounts/ Paper copy from FOI Officer
Public Services Reform (Scotland) Act 2010 Disclosure	http://www.nms.ac.uk/about-us/our-organisation/annual-review-and-accounts/ Paper copy from FOI Officer
Grants made by the National Fund for Acquisitions. NFA Annual report	http://www.nms.ac.uk/about-us/services-and-expertise/national-fund-for-acquisitions/ Paper copy from FOI Officer
National Fund for Acquisitions Guidance for Applicants	http://www.nms.ac.uk/media/66889/nfa-guidance-for-applicants.pdf
Information on supporting NMS through membership, donations and legacies	http://www.nms.ac.uk/support_us.aspx Paper copy from FOI Officer
Collections Development Strategy	http://www.nms.ac.uk/media/72191/nms-collections-development-strategy-2012.pdf Paper copy from FOI Officer

CLASS 5: HOW NATIONAL MUSEUMS SCOTLAND MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources of National Museums Scotland.

The information we publish under this class	How to access it
National Museums Scotland Equality & Diversity	http://www.nms.ac.uk/about-us/our-organisation/equality-and-diversity/ Paper copy from FOI Officer
Equal Pay Report 2012	http://www.nms.ac.uk/media/49031/national-museums-scotland-equal-pay-report-2012.pdf Paper copy from FOI Officer
Equality Outcomes: National Museums Scotland as a policy maker	http://www.nms.ac.uk/media/49202/equality-outcome-policy-maker.pdf Paper copy from FOI Officer
Equality Outcomes: National Museums Scotland as an employer	http://www.nms.ac.uk/media/49205/equality-outcomes-employer.pdf Paper copy from FOI Officer
Equality Outcomes: National Museums Scotland as a service provider	http://www.nms.ac.uk/media/49208/equality-outcomes-service-provider.pdf Paper copy from FOI Officer
Equality & Diversity: Mainstreaming report	http://www.nms.ac.uk/media/49278/mainstreaming-report.pdf Paper copy from FOI Officer
Privacy Policy	http://www.nms.ac.uk/terms-and-conditions/ Paper copy from FOI Officer
Collection & Research policies	http://www.nms.ac.uk/about-us/services-and-expertise/our-research/collections-and-research-policies/ Paper copy from FOI Officer
National Museums Scotland Library & Archive	Library Catalogue: http://libcat.nms.ac.uk/uhtbin/cgiirsi.exe/x/x/0/49/ Contact: National Museums Scotland Library Chambers Street Edinburgh

	EH1 1JF Tel: 0131 247 4142 Email: library@nms.ac.uk
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CLASS 6: HOW NATIONAL MUSEUMS SCOTLAND PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS
Class description: Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access it
Collections Development Strategy	http://www.nms.ac.uk/media/72191/nmscollectionsdevelopmentstrategy2012.pdf Paper copy from FOI Officer
Terms & Conditions covering the purchase and sale of goods and services	http://www.nms.ac.uk/about-us/our-organisation/standard-terms-and-conditions/ Paper copy from FOI Officer
Grants made by the National Fund for Acquisitions. NFA Annual Reports.	http://www.nms.ac.uk/about-us/services-and-expertise/national-fund-for-acquisitions/ Paper copy from FOI Officer

CLASS 7: HOW NATIONAL MUSEUMS SCOTLAND IS PERFORMING
Class description: Information about how National Museums Scotland performs as an organisation, and how well it delivers its functions and services.

The information we publish under this class	How to access it
Annual Review and Accounts	http://www.nms.ac.uk/about-us/our-organisation/annual-review-and-accounts/ Paper copy from FOI Officer
Service Standards	http://www.nms.ac.uk/about-us/our-organisation/standards-of-

	service/ Paper copy from FOI Officer
Visitor Surveys	Summary of key findings from the latest visitor surveys at National Museums Scotland sites, giving information on audience profile and visitor reactions to exhibitions and services. paper or electronic copy from FOI Officer

CLASS 8: OUR COMMERCIAL PUBLICATIONS
Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class	How to access it
Research Publications: publications by National Museum Scotland staff	Available in our online Research repository: http://repository.nms.ac.uk/
National Museums Scotland publications catalogue	http://shop.nms.ac.uk/categories/Books/Museum-Books/