National Galleries Scotland
Access to and Use of the Collection

Principles

The NGS Collection is accessible to all as Scotland’s powerhouse for art: inclusive, original, ambitious, and inspiring curiosity across the world.

NGS offers everyone, regardless of background, ability or personal characteristics, opportunities to engage with the National Collection. We share our information on site in our Galleries, through Learning and Engagement initiatives, through loans, exhibitions and publications, and in a wide variety of on-line and social media channels.

Admission to all our galleries is free. There may be paid admission for special exhibitions, with concessions for education visits, NGS Friends, partner Charities and senior visitors.

We engage owners of works of art in the aims and ambitions of the Galleries, with a view to encouraging bequests, gifts and long-term loans. We take full advantage of the Acceptance in Lieu and Export Referral Schemes to save works for the nation and to enhance our Collection and its reputation, nationally and internationally.

We apply the (Nolan Committee) Seven Principles of Public Life in considering how the Collection could or should be used, and how we conduct and share related research. Our approach will be characterised by its integrity, objectivity, accountability selflessness, openness, honesty, safety, leadership and excellence.

Definitions

Access to the Collection: Providing physical access to an object or group of objects in the Collection, for example through an exhibition or display; a learning event; a stores visit; or for digitisation or filming. Also providing access, nationally and internationally, by responding to enquiries; engaging in research projects; collaborating with artists; and continuing to expand our on-line access in a variety of ways.

Use of the Collection: Assessing, managing and recording how the Collection, including images and other reproductions, is used and made accessible, both internally and world-wide.

Legislation and ethics

Use of Collections is a component of the evidence required for audit and accountability. It demonstrates NGS’ responsibilities towards all our audiences, and the relevance of the Collection in supporting learning and development, enjoyment, health and well-being and social inclusion.

Relevant statutory requirements and codes of ethics include:

- Health and Safety at Work Act, 1974
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) 1975
- Sex Discrimination Act, 1975
• Race Relations Act, 1976 (as amended)
• National Heritage (Scotland) Act, 1985
• National Heritage Act 1980: Section 16 (as amended by the Museums & Galleries Act 1992)
• Return of Cultural Objects Regulations, 1994
• Disability Discrimination Act, 1995 (as amended)
• Touring Exhibitions Group: Standards for Touring Exhibitions 1995
• Data Protection Act, 1998
• Management of Health and Safety at Work Regulations, 1999
• EU Directive 2001/84EC on Artists’ Resale Rights
• Freedom of Information (Scotland) Act 2002
• UNESCO Code of Practice: Safeguarding Intangible Cultural Heritage, 2003
• Museums Association Ethical Guidelines: No 1 Acquisition, Second edition, 2004
• Human Tissue Act, 2004
• Gaelic Language (Scotland) Act 2005
• Racial and Religious Hatred Act, 2006
• Immunity from Seizure Tribunals, Courts and Enforcement Bill 2008
• UKRG Standard Facilities Report, 2008 (as amended)
• Code of Practice on Archives for Museums & Galleries, 2009
• Museums Association: Code of Ethics for Museums 2015
• British Standard 34971: Conservation and Care of Archives and Historical Collections, 2017
• ICOM Code of Ethics for Museums 2017
• British Standard EN 16893: Conservation of Cultural Heritage, 2018
• ISO 45001: Guidance on Occupational Health and Safety Management Systems Requirements
• ISO 55000: Asset Management Standards

Due Diligence, enacted by the following:

▪ 1998: NMDC Washington Conference: Statement of Principles on Spoliation of works of art during the Holocaust and World War II period
▪ 2005: DCMS: ‘Combating Illicit Trade’. Due diligence guidelines for museums, libraries and archives on collecting and borrowing cultural material.’
▪ 2003: Dealing in Cultural Objects (Offences) Act
▪ 2009: Holocaust (Stolen Art) Restitution Act
▪ 2017: UN Security Council Resolution 2347 Article 17 (g) called on governments to engage with the museum sector and art trade on ‘differentiated due diligence’ and other measures ‘to prevent the trade of stolen or illegally traded cultural property.’
▪ 2019: The Holocaust (Return of Cultural Objects) (Amendment) Act 2019

Standards

This policy is part of the Collections Management set of policies that form a requirement of PAS197 and Spectrum as part of the UK Museum Accreditation Scheme.
Control measures

Our use of the Collection is always compatible with the NGS Collections Care Framework, with our Environmental Management Plan and our Carbon Management Plan, and always promotes our Audience Framework, and our Research and Partnership Frameworks.

NGS Loans and Exhibitions procedures, our Public Programme Planning and Partnership Framework ensure that the use of the Collection for Loans In and Loans Out is transparent, legal and ethical, and is well documented and managed securely on our central, industry-standard data base (MIMSY). Only authorised persons have access.

We share, internally and externally, our expertise in Micro-Fading analysis and monitoring. These skills are also made available via contractual arrangements which help to generate income for NGS.

We aim to be inclusive and accessible to all, and to advance equality of opportunity between people who share a relevant protected characteristic and those who do not. The characteristics protected by law are: age; disability; gender reassignment, pregnancy and maternity; race, religion or belief; sex and sexual orientation.

We have a Gaelic Language Plan which sets out how we will use, promote and develop Gaelic in the operation of our functions, and how we will enable the use of Gaelic when communicating with the public and key partners.

Each month, we collate and review visitor figures, both actual and virtual, and analyse audience experience and feedback, both actual and on social media channels. This informs the development and specific focus of NGS strategy, for example in interpretation, learning, exhibition planning, resolving health and safety issues or considering new marketing lines.

We have an on-going Audit programme and a regular programme of checking both object and gallery conditions. Both are documented and managed on our central, industry-standard data base (MIMSY). These audits ensure that objects are correctly located, cared for consistently, and readily accessible when required. Specific audits, for example to resolve a location query or following an Incident Report, are co-ordinated by Collections Management, reporting to the Director of Conservation and Collections Care. Collection-wide progress reports are submitted to quarterly Leadership Team: Collections meetings.

We document on MIMSY details of appointments to see works in store or in the Print Rooms, use of the Collection related to special projects, all conservation work and scientific analysis, and all use of the collection for research. This provides an on-going, cumulative record of use of the Collection.

The NGS Trading Company is responsible for managing Copyright, Artists’ Rights, Requests for Photography and Filming, Reproduction and Publication

Related policies

The following are related NGS policies:

01 Object Entry
02 Acquisition and Accessioning
03 Location and Movement Control
04 Inventory
05 Cataloguing
07 Loans in (borrowing objects)
08 Loans out (lending objects)
09 Documentation Planning
10 Condition Checking and Technical Assessment
11 Collections Care and Conservation
12 Valuation
13 Insurance and indemnity
14 Emergency Planning for Collections
15 Damage and Loss
16 De-accessioning and Disposal
19 Use of Collections
21 Audit

Also the following NGS documents

NGS Audience Development Framework
NGS Business Continuity Plan
NGS Carbon Management Programme 2018-2022
NGS Collection Care Framework
NGS Collections Development Framework
NGS Disaster Contingency Plan
NGS Estates Management Strategy
NGS Environmental Management Programme 2018-2022
NGS Gaelic Language Plan
NGS Partnership Framework
NGS Public Programme Framework
NGS Risk Management Policy
NGS Research Policy and Framework

For NGS Rights and Reproduction Policies: SEE NGS Trading Company Policies