



Section for Archives and Museums

Frequently Asked Questions

FAQs

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How do I find a home for an object linked to my institution but which (for whatever reasons) we cannot house?

Is it an object currently in your collection which you need to deaccession? or something you have been offered but cannot accept? The decision will depend on the answer to this.

If you are deaccessioning an artefact you should offer it to other museums/heritage organisations first, before considering other places that you could offer the object whilst keeping it in the public domain. Transfer or sale to private institutions or individuals is sometimes ok, but it should be an option of last resort. Refer to the Museums Association Disposals Toolkit for more advice.

<https://www.museumsassociation.org/campaigns/collections/disposal-toolkit/>

If the object is an offer to you that you are unable to accept the onus is on the donor to find a home for it. You can suggest suitable organisations for them to contact, but it is not your responsibility to sort it out.

Other sources of advice could be:

- County museum groups and your local Museum Development Officers <https://museumdevelopmentnetwork.org/>
- Regional Museum Partnerships
- Subject Specialist Networks <https://www.subjectspecialistnetworks.org.uk/>
- Regional MA reps and mailing lists <https://museumdevelopmentnetwork.org/>

How do I get started in museums?

MA Careers pages <https://www.museumsassociation.org/careers/>

MA Museums Essentials Courses <https://www.museumsassociation.org/careers/museum-essentials/>

Museum Studies Courses – there are more than 70 postgraduate courses available in the UK which open up the world of museum work, two of the best known are:

Leicester <https://le.ac.uk/museum-studies>

UCL <https://www.ucl.ac.uk/prospective-students/graduate/taught-degrees/museum-studies-ma>

There are also many less formal training options being provided through Museum Development teams, the SSNs & Museum Federations, as well as lots of easily accessible online resources

County museum groups and your local Museum Development Officers
<https://museumdevelopmentnetwork.org/>

Regional Museum Partnerships

Subject Specialist Networks <https://www.subjectspecialistnetworks.org.uk/>

How does a career in museums compare to a career in archives?

ARA careers pages <https://www.archives.org.uk/careers.html>

MA Careers pages <https://www.museumsassociation.org/careers/>

ARA Section for New Professionals <https://aranewprofessionals.wordpress.com/>

Professional development programmes:

- ARA - <https://www.archives.org.uk/cpd-the-ara-professional-development-programme.html>
- AMA - <https://www.museumsassociation.org/careers/ama/>

How do I find a volunteer placement?

NRA list – join here: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=archives-nra>

ARA – <https://www.archives.org.uk/a-career-in-recordkeeping>

For museums it is usually just a question of reaching out to the museum(s) you are interested in and finding out what their specific policies on volunteering/placements are.

How to I find a job in museums?

University of Leicester Museum Studies Jobs Desk -

<https://www2.le.ac.uk/departments/museumstudies/JobsDesk>

Museum Jobs - <https://www.museumjobs.com/>

National Museum Directors' Council Website - <https://www.nationalmuseums.org.uk/jobs/>

Where do I start in planning an exhibition?

V&A 10 points for caption writing -

https://www.vam.ac.uk/_data/assets/pdf_file/0009/238077/Gallery-Text-at-the-V-and-A-Ten-Point-Guide-Aug-2013.pdf

Training via museum sector – see above

Ekarv Method - <https://www.slideshare.net/charlotteshj/ekarv-textsintroduction>

South East Museums Guidance - https://southeastmuseums.org/wp-content/uploads/PDF/Copy_writing_additional_guidance.pdf

Top Ten Tips for Museum Interpretation -

<http://southeastmuseums.org.surfaceimpressions.co.uk/Ten-Top-Tips-for-Museum-Interpretation>

A practical guide to text - <https://www.museumdevelopmentyorkshire.org.uk/wp-content/uploads/2017/12/Practical-guide-for-text-interpretation-2017.pdf>

Interpretive Planning - https://www.jamescarter.cc/wp-content/uploads/2014/09/A_Sense_of_Place_James_Carter.pdf

A practical guide to exhibitions -

https://www.britishcouncil.in/sites/default/files/guidelines_for_museum_display.pdf

ARA Section for Archives and Museums Exhibition Tips-

<https://static1.squarespace.com/static/60773266d31a1f2f300e02ef/t/61a0e6b884f995413df4a1db/1637934776509/Exhibition+Tips+-+v3.pdf>

Online Exhibition Tips:

<https://wp.wpi.edu/london/projects/2019-projects-spring/british-museum/>

<https://www.museumsassociation.org/museums-journal/in-practice/2020/09/developing-online-exhibitions-at-victoria-gallery-museum/>

<https://www.museumsassociation.org/museums-journal/in-practice/2020/09/creating-virtual-tours-at-the-museum-of-gloucester/>

<https://www.museumsassociation.org/museums-journal/news/2020/07/08072020-case-studies-online-exhibitions/>

<https://www.museumsassociation.org/museums-journal/in-practice/2020/07/creating-a-collaborative-online-exhibition/>

<https://www.nls.uk/about-us/working-with-others/rare-books-in-scotland/documents/exhibiting-the-written-word/>

How do I go about arranging to borrow objects/documents for an exhibition?

<https://www.nationalmuseums.org.uk/what-we-do/contributing-sector/lending-and-borrowing-guidelines/>

How do I find out about what is happening in the museum sector?

MA membership/website/Journal – www.museumsassociation.org

ACE <https://www.artscouncil.org.uk/what-we-do/supporting-arts-museums-and-libraries>

MGS <https://www.museumsgalleriesscotland.org.uk>

key social media links/URLs - <https://www.archives.org.uk/about/sections-interest-groups/archives-museums/resources.html>

How do I manage mixed collections?

TNA Guidance - <https://www.nationalarchives.gov.uk/documents/archives/managing-mixed-collections-guidance.pdf>

SHCG – in the museum sector Social Historians are the masters of working with mixed materials etc. and there is lots of good advice on their website <http://www.shcg.org.uk/home>

Where can I make a start on reading up around museums?

Bibliography on the Resources page <https://www.archives.org.uk/about/sections-interest-groups/archives-museums/resources.html>

Museums Journal <https://www.museumsassociation.org/museums-journal/>

What will I earn?

MA Sector Guidelines - <https://ma-production.ams3.digitaloceanspaces.com/app/uploads/2020/08/17072453/Salary-Guidelines-2017.pdf>

ARA Recommended Pay Scales - <https://www.archives.org.uk/careers/salary-recommendations.html>