

OTAGO MUSEUM POLICY ACCESS

Policy Information

Policy Title:	Access
Status:	April
Date first approved:	April 2003
Date last approved:	August 2013
Last modified:	August 2013
Position responsible:	Director
Due for review (date):	August 2018
Scope/Audience:	Museum

Rationale and Background

Purpose:

To ensure that the Museum is as accessible as possible physically, intellectually and economically

Need for Policy:

To ensure that our community and visitors have ease of access, within resource constraints

Definitions:

'Access' refers to physical, intellectual, economic and visual access

Legal Obligations:

- Health and Safety in Employment Act 1992 and amendments
- Building Act 2004 and amendments

Policy Intent

To identify the Museum's aims with regard to access

Policy Statement

- The Museum is committed to its role as a public institution and is open to all members of its community and visitors without prejudice
- The Museum aims to maximise the level and ease of access available to its community and visitors
- The Museum will endeavour to consider special needs within the community, resourcing as affordable

- The Museum will use methods such as the website and outreach programmes to ensure access is available to those in the community who have restricted mobility or whose access is limited by distance
- The Museum offers non-prescriptive museum experiences to our visitors, so as not to dictate how they should interact with the Museum

Physical Access:

- The Museum buildings will be designed and maintained in a manner that allows access to all areas for people with restricted mobility, as resources allow
- Any temporary restrictions to public areas will be minimised
- Display techniques will be implemented taking into account all reasonable requirements of visitors (e.g. height)

Intellectual Access:

- As it continues to develop over time, the Museum will present information in a layered way that facilitates understanding by visitors with different intellectual and language capabilities
- Museum Communicators will be trained to add value to the visitors' experience and provide information at a personal level designed to enhance understanding and value
- The Museum will present a range of products and services within the themes of culture, nature and science to cater for a wide range of interests

Economic Access:

- The Museum will provide free access to its long-term galleries for the Otago community while encouraging donations from other visitors
- Where there is a financial implication of any product or service for visitors, the Museum will take into consideration community affordability, except in its commercial initiatives

Visual Access:

- The Museum will maintain its entrance signage, access to galleries and physical facilities in such a way as to maximise their effectiveness in attracting and encouraging visitors
- The Museum will proactively consider font size and lighting in the creation of visitor experiences

Related Documents

- Charging for Access and Services Policy
- Outreach Policy
- Outreach Strategy
- Content Bible
- Free Entry Operational Guidelines