

NATIONAL MUSEUMS SCOTLAND
GUIDE TO INFORMATION AVAILABLE THROUGH THE
MODEL PUBLICATION SCHEME 2019

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 Scottish Information Commissioner's Model Publication Scheme 2018. **This publication scheme was updated on 19 March 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 any charges that 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.

Advice and Assistance

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

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.

Duration

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.

The classes of information that we publish

We publish information that we hold within the following classes.

Class 1: About National Museums Scotland

Class 2: How National Museums Scotland delivers its functions and services

Class 3: How National Museums Scotland takes decisions and what it has decided

Class 4: What National Museums Scotland spends and how it spends it

Class 5: How National Museums Scotland manages its human, physical and information resources

Class 6: How National Museums Scotland procures goods and services from external providers

Class 7: How National Museums Scotland is performing

Class 8: Our commercial publications

Class 9: Our open data

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
National Strategy 2016-2020	http://www.nms.ac.uk/media/1152685/nationalstrategy.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/
Complaints Handling procedure: Customer guide	http://www.nms.ac.uk/media/661278/guide_for_customers_2015.pdf Paper copy from FOI Officer
Requesting information under Freedom of Information (Scotland) Act	http://www.nms.ac.uk/about-us/our-organisation/freedom-of-information/
FOI Publication Scheme	http://www.nms.ac.uk/media/1153397/foisa-pubscheme-2019.pdf

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
Vision, Aims and Values	http://www.nms.ac.uk/about-us/our-organisation/vision-and-values/
Strategic Plan 2016-2020	http://www.nms.ac.uk/media/1151246/nms-strategic-plan-2016-20-shaping-the-future.pdf 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
Statement of Public Task (Re-Use of Public Sector Information Regulations)	http://www.nms.ac.uk/about-us/our-organisation/statement-of-public-task/ Paper copy 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
Museum Libraries	http://www.nms.ac.uk/collections-research/research-facilities/museum-libraries/ 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
Collections Research Strategy 2016-2020	http://www.nms.ac.uk/media/1153592/collections-research-strategy-2016.pdf Paper copy from FOI Officer
Collections Development strategy 2017-2022	http://www.nms.ac.uk/media/1154769/collections-development-strategy-2017-2022-pdf-version.pdf Paper copy from FOI Officer
Collections Care & Conservation policy	https://www.nms.ac.uk/media/1159120/collections-care-and-conservation-policy_reviewed-2018.pdf Paper copy from FOI Officer
Collections Information & Access policy	https://www.nms.ac.uk/media/1159118/collections-information-and-access-policy_reviewed-2018.pdf Paper copy from FOI Officer
Human Remains in Collections policy	https://www.nms.ac.uk/media/1158202/human-remains-in-collections-policy-2018.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
Training & Guidance for Museums	http://www.nms.ac.uk/about-us/services-and-expertise/training-and-guidance-for-museums/ 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
<p>Class description:</p> <p>Information about the decisions we take, how we make decisions and how we involve others.</p>

The information we publish under this class	How to access it
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 2016-2020	http://www.nms.ac.uk/media/1151246/nms-strategic-plan-2016-20-shaping-the-future.pdf Paper copy and limited back issues from FOI Officer
Outreach and Engagement	http://nms.ac.uk/about-us/outreach-and-engagement/ Paper copy from FOI Officer

CLASS 4: WHAT NATIONAL MUSEUMS SCOTLAND SPENDS AND HOW IT SPENDS IT
<p>Class description:</p> <p>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.)</p>

The information we publish under this class	How to access it
Annual Accounts (Including details of senior management remuneration other than expenses)	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 2017-2022	http://www.nms.ac.uk/media/1154769/collections-development-strategy-2017-2022-pdf-version.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
Gender Pay Gap Information 2018	https://www.nms.ac.uk/media/1156692/gender-pay-gap-data-march-2018.pdf Paper copy from FOI Officer
Privacy Notice	http://www.nms.ac.uk/privacy-notice/ 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
Statement of Public Task (Re-Use of Public Sector Information Regulations)	http://www.nms.ac.uk/about-us/our-organisation/statement-of-public-task/ Paper copy from FOI Officer
National Museums Scotland Library & Archive	Library Catalogue: http://libcat.nms.ac.uk/uhtbin/cgisirsi.exe/x/x/0/49/ Contact: National Museums Scotland Library Chambers Street Edinburgh

	EH1 1JF Tel: 0131 247 4142 Email: library@nms.ac.uk
Management and Organisational Structure	Paper or electronic copy from FOI Officer

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 2017-2022	http://www.nms.ac.uk/media/1154769/collections-development-strategy-2017-2022-pdf-version.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
Procurement information for National Museums Scotland on Public Contracts Scotland website	https://www.publiccontractsscotland.gov.uk/search/Search_Auth_Profile.aspx?ID=AA00423
Public Contracts Register (available on Public Contracts Scotland website)	https://www.publiccontractsscotland.gov.uk/Contracts/Contracts_Search.aspx?AuthID=AA00423
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
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: 2017 Mainstreaming report	http://www.nms.ac.uk/media/1154384/mainstreaming-report-april-2017.pdf Paper copy from FOI Officer
Equality & Diversity: Workforce Monitoring report 2017	http://www.nms.ac.uk/media/1154381/app-3-nms-workforce-monitoring-report-2017.pdf Paper copy from FOI Officer

Equality & Diversity: Gender Pay & Equal Pay report 2017	http://www.nms.ac.uk/media/1154382/app-4-nms-gender-pay-and-equal-pay-report-2017.pdf Paper copy from FOI Officer
Equality & Diversity: Equality Impact Assessments – Summary of Results	http://www.nms.ac.uk/media/1154383/equality-impact-assessments-summary-of-results.pdf Paper 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 Museums 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/

CLASS 9: OUR OPEN DATA
Class description: Open data made available by National Museums Scotland.

The information we publish under this class	How to access it
Statement of Public Task (Re-Use of Public Sector Information Regulations)	http://www.nms.ac.uk/about-us/our-organisation/statement-of-public-task/ Paper copy from FOI Officer
Research Publications: publications by National Museums Scotland staff	Available in our online Research repository: http://repository.nms.ac.uk/