

**HORNIMAN MUSEUM AND PUBLIC PARK TRUST
(Horniman Museum and Gardens)**

Publication Scheme

The aim of the Horniman's Publication Scheme is to provide details of how the Horniman makes information about itself available to the public.

The Publication Scheme covers the following classes of information:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and Procedures
6. The activities and services we offer

The Horniman makes information about itself freely available by publishing it on its website www.horniman.ac.uk as outlined below.

Where information is not available on the website this can be requested in writing by email to enquiries@horniman.ac.uk or by post to:

Enquiries
Horniman Museum and Gardens
100 London Road
Forest Hill
London SE23 3PQ .

It is the Horniman's policy to endeavour to provide information in response to disclosure requests which it believes to be in the public interest and to the extent that it is able to provide this information at reasonable cost.

The Director, Communications and Income Generation is responsible for coordinating responses to information requests and for maintaining the Publication Scheme on a day to day basis.

Published Information

1. Who we are and what we do (*organisational information, locations and contacts, constitutional and legal governance*)

Publication	Availability	Cost
Trustee information including details of trustee Interests	Horniman Website	Free
Trustees Code of Best Practice	Horniman Website	Free
Summary of minutes from Trustee meetings	Horniman Website	Free
Minutes of Annual General Meeting	Horniman Website	Free

2. What we spend and how we spend it (*financial information relating to projected and actual income and expenditure, tendering, procurement and contracts*)

Publication	Availability	Cost
Funding Agreement	Horniman Website	Free
Corporate Plan	Horniman Website	Free
Annual Report and Accounts	Horniman Website	Free

Procurement and Transparency

Publication	Availability	Cost
Standard Terms and conditions for purchase of Goods & Services	Horniman Website	Free
Tenders	Horniman Website	Free
Transparency reports on expenditure of more than £25K in any one month	Horniman Website	Free
Staff Organogram (senior structure)	Horniman Website	Free

3. What our priorities are and how we are doing (*strategy and performance information, plans, assessments, inspections and reviews*)

Publication	Availability	Cost
Corporate Plan	Horniman Website	Free
Annual Report and Accounts	Horniman Website	Free

4. **How we make decisions** (policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations)

Publication	Availability	Cost
Corporate Governance Code	Horniman Website	Free

5. **Our policies and Procedures** (Current written protocols for delivering functions and responsibilities)

General Policies and Procedures

Publication	Availability	Cost
Access Policy	Horniman Website	Free
Child Protection Policy	Horniman Website	Free
Complaints Procedure	Horniman Website	Free
Customer Care Policy	Horniman Website	Free
Data Protection Policy Statement	Horniman Website	Free
Health & Safety Policy Statement	Horniman Website	Free
Learning Policy	Horniman Website	Free
Publication Scheme	Horniman Website	Free
Sustainable Development Policy	Horniman Website	Free

Collections related policies and procedures:

Publication	Availability	Cost
Procedure for Access to Collections by External Researchers	Horniman Website	Free
Collections Development Policy	Horniman Website	Free
Collections Description: General information about the collections housed at the Horniman Museum	Horniman Website	Free
Borrowing Specimens - General Conditions of Loan	Horniman Website	Free
Object Loans Policy	Horniman Website	Free

6. **Our activities and services.**

Press releases

Publication	Availability	Cost
Press Releases	Horniman Website	Free

Activities and events

Publication	Availability	Cost
Calendar of events	Horniman Website	Free
Gallery learning packs and trails: Resources containing the information schools need to visit the Horniman	Horniman Website	Free

7. Horniman Publications which are not available through the website

Publication	Availability	Cost
EKPU The Oron Ancestor Figures of South East Nigeria	Post	£20
Nomads (Nomadic Material Culture in the Asian Collections at the Horniman Museum)	Post	£20
Collectors: Expressions of self and Others (These essays explore the specific and changing motivations underlying the collection of ethnographic and oriental objects during the 19 th and 20 th Centuries)	Post	£20
<u>Re-Visions</u> Collections and ethnography at the African Worlds Gallery	Post	£20
<u>Oriental visions</u> Exhibitions, Travel and Collecting in the Victorian Age	Post	£25
<u>Collectors</u> Description: Collectors, Individuals and Institutions	Post	£25
<u>Museums, Colonialisation and Identity</u>	Post	£20