

NATIONAL MUSEUMS SCOTLAND
GUIDE TO INFORMATION AVAILABLE THROUGH THE
MODEL PUBLICATION SCHEME 2024

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 August 2024.**

You can see this scheme on our website at <https://www.nms.ac.uk/about-us/our-organisation/policies-and-reports/freedom-of-information-act-scotland/>

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: foirequest@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	https://www.nms.ac.uk/about-us Paper copy from FOI Officer
History of National Museums Scotland	https://www.nms.ac.uk/about-us/history

	Paper copy from FOI Officer
List of Trustees & Register of Interests	https://www.nms.ac.uk/about-us/leadership/board-of-trustees Paper copy from FOI Officer
National Museums Scotland Board of Trustees: Role and Responsibilities	https://www.nms.ac.uk/about-us/our-organisation/leadership/board-of-trustees/ Paper copy from FOI Officer
National Museums Scotland Board of Trustees: Code of Conduct	https://www.nms.ac.uk/about-us/our-organisation/leadership/board-of-trustees/ Paper copy from FOI Officer
Management and Organisational Structure	Paper or electronic copy from FOI Officer
Senior Staff (structure, responsibilities & short biographies)	https://www.nms.ac.uk/about-us/leadership/executive-team Paper copy from FOI Officer
National Museums Scotland press office	https://media.nms.ac.uk/ Paper copy from FOI Officer
Media Enquiries	https://media.nms.ac.uk/contact/get-in-touch
Our Impact: International Work	https://www.nms.ac.uk/our-impact/international-work Paper copy from FOI Officer
National Strategy 2023-2027	https://www.nms.ac.uk/about-us/strategy/national-strategy https://readymag.website/NationalMuseumsScotland/NationalStrategy2022-23/ Paper copy from FOI Officer
Gaelic Language Plan	https://www.nms.ac.uk/about-us/strategy/gaelic-language-plan-plana-g%C3%A0idhlig Paper copy from FOI Officer
Make a comment, complaint or compliment	https://www.nms.ac.uk/about-us/policies-and-reports/standards-of-service
Complaints Handling procedure: Customer guide	Complaints handling procedure: Guide for customers Paper copy from FOI Officer

Requesting information under Freedom of Information (Scotland) Act	https://www.nms.ac.uk/about-us/policies-and-reports/freedom-of-information-act-scotland
FOI Publication Scheme	https://www.nms.ac.uk/about-us/policies-and-reports/freedom-of-information-act-scotland

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
Strategic Plan 2022-27	https://www.nms.ac.uk/about-us/strategy/strategic-plan Paper copy and limited back issues from FOI Officer
Annual Review & Accounts	https://www.nms.ac.uk/about-us/policies-and-reports/annual-review Paper copy and limited back issues from FOI Officer
General information for Visitors and Users	NMS: https://www.nms.ac.uk/national-museum-of-scotland/plan-your-visit/ NMoF: https://www.nms.ac.uk/national-museum-of-flight/ NMoRL: https://www.nms.ac.uk/national-museum-of-rural-life/ NWM: https://www.nms.ac.uk/national-war-museum/plan-your-visit/ Leaflets from FOI Officer
Statement of Public Task (Re-Use of Public Sector Information Regulations)	https://www.nms.ac.uk/about-us/policies-and-reports/statement-of-public-task Paper copy from FOI Officer
About Collections Departments	https://www.nms.ac.uk/collections/departments
Schools Programme	https://www.nms.ac.uk/schools/ Paper copy from FOI Officer
Museum Libraries	https://www.nms.ac.uk/collections/departments/library-services

	Paper copy from FOI Officer
Collections Research	Research National Museums Scotland (nms.ac.uk) Paper copy from FOI Officer
Research Ethics policy	https://www.nms.ac.uk/about-us/policies-and-reports/collections-policies Paper copy from FOI Officer
Collections Research Strategy 2022-27	https://www.nms.ac.uk/about-us/policies-and-reports/collections-policies Paper copy from FOI Officer
Collections Development strategy 2022-27	https://www.nms.ac.uk/about-us/policies-and-reports/collections-policies Paper copy from FOI Officer
Collections Information & Access policy 2021	https://www.nms.ac.uk/about-us/policies-and-reports/collections-policies Paper copy from FOI Officer
Human Remains in Collections policy	https://www.nms.ac.uk/about-us/policies-and-reports/collections-policies Paper copy from FOI Officer
Human Remains Collections from outside the United Kingdom	https://www.nms.ac.uk/about-us/policies-and-reports/collections-policies Paper copy from FOI Officer
Research Repository	https://nms.iro.bl.uk/
Research and knowledge exchange projects	https://www.nms.ac.uk/collections/research/research-and-knowledge-exchange-projects
Training & Guidance for Museums	https://www.nms.ac.uk/our-impact/national-work/training-and-guidance-for-museums Paper copy from FOI Officer
Treasure Trove	https://www.nms.ac.uk/collections/departments/scottish-history-archaeology/treasure-trove Paper copy from FOI Officer

CLASS 3: HOW NATIONAL MUSEUMS SCOTLAND TAKES DECISIONS AND WHAT IT HAS DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others.

The information we publish under this class	How to access it
Minutes of Board of Trustees Meetings	https://www.nms.ac.uk/about-us/leadership/board-of-trustees Paper copy from FOI Officer
Strategic Plan 2022-27	https://www.nms.ac.uk/about-us/strategy/strategic-plan Paper copy and limited back issues from FOI Officer
Outreach and Engagement	https://www.nms.ac.uk/our-impact/community-and-access 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)	https://www.nms.ac.uk/about-us/policies-and-reports/annual-review Paper copy from FOI Officer
Public Services Reform (Scotland) Act 2010 Disclosure	https://www.nms.ac.uk/about-us/policies-and-reports/annual-review Paper copy from FOI Officer
Grants made by the National Fund for Acquisitions. NFA Annual report	https://www.nms.ac.uk/collections/facilities/national-fund-for-acquisitions Paper copy from FOI Officer
National Fund for Acquisitions Guidance for Applicants	https://www.nms.ac.uk/collections/facilities/national-fund-for-acquisitions

Information on supporting NMS through membership, donations and legacies	https://www.nms.ac.uk/support-us Paper copy from FOI Officer
Collections Development strategy 2022-27	https://www.nms.ac.uk/about-us/policies-and-reports/collections-policies 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	https://www.nms.ac.uk/about-us/policies-and-reports/equality-diversity-and-inclusion Paper copy from FOI Officer
Gender Pay Gap Information 2023	https://www.nms.ac.uk/about-us/policies-and-reports/equality-diversity-and-inclusion Paper copy from FOI Officer
Privacy Notice	https://www.nms.ac.uk/privacy-notice/ Paper copy from FOI Officer
Collection & Research policies	https://www.nms.ac.uk/about-us/policies-and-reports/collections-policies Paper copy from FOI Officer
Statement of Public Task (Re-Use of Public Sector Information Regulations)	https://www.nms.ac.uk/about-us/policies-and-reports/statement-of-public-task Paper copy from FOI Officer
National Museums Scotland Library & Archive	Library Catalogue: https://libcat.nms.ac.uk/cgi-bin/koha/opac-main.pl 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 2022-27	https://www.nms.ac.uk/about-us/policies-and-reports/collections-policies Paper copy from FOI Officer
Terms & Conditions covering the purchase and sale of goods and services	https://www.nms.ac.uk/about-us/policies-and-reports/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)	Search for Notices - Public Contracts Scotland
Grants made by the National Fund for Acquisitions. NFA Annual Reports.	https://www.nms.ac.uk/collections/facilities/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	https://www.nms.ac.uk/about-us/our-organisation/policies-and-reports/annual-review/ Paper copy from FOI Officer
Service Standards	https://www.nms.ac.uk/about-us/policies-and-reports/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 an employer	https://www.nms.ac.uk/about-us/policies-and-reports/equality-diversity-and-inclusion Paper copy from FOI Officer
Equality Outcomes: National Museums Scotland as a service provider	https://www.nms.ac.uk/about-us/our-organisation/policies-and-reports/equality-diversity-and-inclusion/ Paper copy from FOI Officer
Equality & Diversity: 2023 Mainstreaming report	https://www.nms.ac.uk/about-us/our-organisation/policies-and-reports/equality-diversity-and-inclusion/ Paper copy from FOI Officer
Equality & Diversity: Gender Pay & Equal Pay report 2024	https://www.nms.ac.uk/about-us/our-organisation/policies-and-reports/equality-diversity-and-inclusion/ Paper copy from FOI Officer
Equality & Diversity: Equality Impact Assessments – Summary of Results 2021	https://www.nms.ac.uk/about-us/our-organisation/policies-and-reports/equality-diversity-and-inclusion/ 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: https://nms.iro.bl.uk/
National Museums Scotland publications catalogue	https://shop.nms.ac.uk/collections/books-nms-publications

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)	https://www.nms.ac.uk/about-us/our-organisation/policies-and-reports/statement-of-public-task/ Paper copy from FOI Officer
Research Publications: publications by National Museums Scotland staff	Available in our online Research repository: https://nms.iro.bl.uk/