

Museum & Study Collection Access Policy

1. Statement of purpose

The Central Saint Martins Museum & study Collection's aim is to tell the story of the College's unique history and be at the forefront of research, learning, creativity and practice in arts and design. This Access Policy provides for the balanced and consistent development of the Museum & Study Collection in order to meet this aim, and guide's the Museum's approach to providing access to the collections and associated information in line with relevant legislation including the Disability Discrimination Act and the Race Relations Act. The policy demonstrates Central Saint Martins' clear commitment to enabling access to its collections for education, research and enjoyment by all within the reasonable constraints of resources, conservation and security. The Access Policy complements and expands on the Collections Development Policy, Documentation Policy, Collections Care and Conservation Policy and the Museum & Study Collections Forward Plan 2019-22 (and future updates).

2. Definition of access

Access to collections involves providing physical proximity to objects and intellectual use of the information and knowledge relating to them. We recognise access as something which is made possible when physical, cultural, social, financial, intellectual, psychological and emotional barriers to learning from and enjoyment of the museum are removed, reduced, or overcome.

3. Our commitment to accessibility

- 3.1 Our commitment is long term and our aim is to achieve the optimum level of access to the museum's collections, and to enable the widest possible spectrum of people from all sections of the community to enjoy use of the museum's public facilities. Our policy is one of continuous incremental improvement as our resources permit.
- 3.2 Our policy is to build accessibility into everything that we do to develop and improve the museum. We undertake specific projects to eliminate barriers to access which we identify in our building and in relation to our exhibitions. We consider
 - Physical accessibility – the ability of people with physical disabilities to reach and appreciate the collections
 - Sensory accessibility – whether those with impaired vision or hearing can enjoy and appreciate the museum's exhibitions and collections

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- Intellectual access – whether people with learning disabilities can engage with and enjoy the museum exhibitions and collections
- Emotional and attitudinal access – whether the museum environment and the museum staff are welcoming to visitors from all sections of the community
- Cultural access - understanding the needs of people for whom English is not a first language, or whose knowledge of British history and culture may be limited and ensuring that the Museum represents artists and makers of colour
- Technological access – to use ICT and new media to enable greater access to collections

3.3 Access to the museum’s collections is free of charge.

3.4 The museum is open to the public five days per week, Monday to Friday, 10-5pm. Booking is required for individual visits and it is the CSM Museum’s aim to schedule all requested visits within ten working days.

3.5 The Museum regularly offers free handling sessions and talks for special interest groups and a range of community partners.

3.6 Temporary exhibitions are fully accessible and free of charge.

3.7 Museum & Study Collection collections are available via a searchable, interactive online catalogue.

3.8 The Museum & Study Collection also makes the collections accessible through a variety of means including podcasts, short films and postings on Instagram and Twitter.

3.9 We regularly review our achievements and make plans for further progress.

4. Ethics and legislation

Central Saint Martins Museum & Study Collections avoids restrictions on access unless required by law or sectoral guidance. For example, it operates in accordance with copyright laws, the Data Protection Act 1998. Central Saint Martins is committed to all ethical guidelines and legislation that relate to access, such as the Equality Act 2010.

5. Web access

The Museum & Study Collection is committed to ensuring the communications we produce are clear and accessible to the widest range of people. We recognise our obligations under The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and the Equality Act 2010.

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We have developed the website so that it works on the widest number of devices and web browsers as possible. The site has been tested with disabled users, as well as automated accessibility testing software. It is also compatible with assistive technologies such as JAWS and Dragon Naturally Speaking.

This website uses HTML 5 (HyperText Mark-up Language) and CSS (Cascading Style Sheets) to render content. We have also used other technologies including JavaScript on certain areas of the website. We're working hard to make the website conform to level AA of the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines 2.1 (WCAG 2.1). We recognise we have more work to do to achieve this.

It has not been possible to ensure that the website meets WCAG 2.1 (AA) at the current time because:

- Some of our downloadable documents may not be accessible
- Some of our legacy videos do not have subtitles or closed captions
- Some images may not have alternative text descriptions.
- Social media content that is fed into the website may not always be accessible

We are working to meet the compliance as specified in The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 by the September 2020 deadline.

Date approved by College Executive Board	July 2019
Date for next review	July 2022