

## Museum registration in Austria

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The list of registered museums ([www.museen-in-oesterreich.at](http://www.museen-in-oesterreich.at)) is

- ... a **quality criterion** recognised throughout Austria
- ... the basis of internationally comparable **museum statistics** carried out by Statistik Austria
- ... an **orientation aid** for authorities and decision-makers
- ... a prerequisite for obtaining the **Austrian Museum Quality Seal**
- ... a prerequisite for many **subsidies**
- ... instrument for **public relations work**

The term "museum" is not legally protected in Austria. Any institution may call itself a museum, even if it does not comply with the Ethical Guidelines of ICOM - International Council of Museums (2022), which define the museum as "a not-for-profit, permanent institution in the service of society that researches, collects, conserves, interprets and exhibits tangible and intangible heritage. Open to the public, accessible and inclusive, museums foster diversity and sustainability. They operate and communicate ethically, professionally and with the participation of communities, offering varied experiences for education, enjoyment, reflection and knowledge sharing".

The bodies dealing with museum affairs in Austria have therefore developed the museum registration to identify institutions that meet the ICOM definition for museums, whereby the museum registration is the lowest quality level, while the Austrian Museum Quality Seal is the highest quality level.

Those institutions that are not museums, and thus pursue other objectives, do, in our understanding, equally valuable cultural education work in the region. As in the past, we will also support these institutions with our service and networking work, with information and assistance.

Members of the **ARGE Bundesländerplattform** are

- Museumsbund Österreich
- Jury and office of the Austrian Museum Quality Seal
- ICOM Austria

and following the alphabetical order of the Austrian Federal Provinces

- Burgenland: Landesmuseum Burgenland
- Kärnten: Amt der Kärntner Landesregierung, Kompetenzzentrum Bildung, Generationen und Kultur in Kooperation mit dem Bund Kärntner Museen
- Niederösterreich: Museumsmanagement Niederösterreich
- Oberösterreich: Verbund Oberösterreichischer Museen
- Salzburg: Landesverband Salzburger Museen und Sammlungen in Kooperation mit Land Salzburg, Kultur, Referat 2/03: Volkskultur, kulturelles Erbe und Museen
- Steiermark: MUSIS – Steirischer Museumsverband in Kooperation mit Land Steiermark. Abteilung 9 Kultur, Europa, Sport
- Tirol: Museumsservicestelle der Kulturabteilung im Amt der Tiroler Landesregierung in Kooperation mit TiMus – Tiroler Museumsverband
- Vorarlberg: Land Vorarlberg
- Wien: Museumsbund Österreich

In addition to general information, 29 yes-or-no questions have been developed for the registration, which allow the conclusion to be drawn as to whether this is a museum that meets the ICOM definition of a museum. The survey is repeated every three to five years.

These questions are divided into four areas:

- *The museum and its collection*
- *The museum and its visitors*
- *The museum and its staff*
- *Stable legal and financial basis*

## **Explanation of the questionnaire**

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Participation in the survey is voluntary and can be omitted without giving reasons.

The "general information" (institution, legal entity, address, type of museum, reference to collection, website, museum label holder) will be made publicly available on the website [www.museen-in-oesterreich.at](http://www.museen-in-oesterreich.at). The information will also be made available to the general public.

In addition, information (institution, legal entity, address, museum type, collection reference, website, museum label holder, contact person, e-mail address(es), telephone number) is made available to Statistics Austria in order to be able to carry out the Austria-wide museum statistics.

In principle, it is not necessary to submit additional documents for registration.

The provincial representations reserve the right to request additional documents in order to verify individual data.

### **1. The museum and its collection**

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Keeping an inventory is a fundamental prerequisite and obligation for museum work.

The majority of the collection holdings, their origin and condition must be recorded. New acquisitions, at the latest from the time of museum registration, must be recorded without gaps; a concept or workflow for recording and inventorying the holdings should be in place.

Your contact persons in the federal states will be happy to provide you with information.

For the registration of your institution, it is irrelevant whether the inventory is analogue or digital.

For registration, questions 1 to 3 must be answered positively.

A negative answer to the other questions has no immediate consequence for museum registration.

### **2. Museum and the public**

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A museum is an institution serving society and must be open to the public at reasonable, regular hours.

Registration is not bound to a certain number of hours, but the opening hours must be recurring and comprehensible and evident to the visitor.

The existence of an exhibition and public accessibility, i.e. questions 1 and 3, are mandatory for registration. A negative answer to the other questions has no immediate consequences for museum registration.

### **3. The museum and its staff**

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Basic and further training is necessary for museum work, whether full-time or voluntary.

A positive response is not mandatory for registration.

#### 4. Stable legal and financial basis

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Museums manage collections in trust for the public, their organisational form is non-profit, i.e. all income (including all surpluses and profits) is used exclusively for the benefit of this organisation.

All regional institutions concerned with museum matters in the federal provinces are the contact persons in the respective provinces for questions and advice on museum registration, the Museum Quality Seal and other problems and challenges in everyday museum life.

For further information please contact

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The Austrian Museum Registry was implemented in 2013/4 thanks to funding from the then responsible Ministry of Culture (Federal Chancellery). The Museumsbund Österreich and the offices responsible for museum matters in the federal provinces are now in charge of the museum registration.