

The Wallace Collection Publication Scheme

Description of Information	How available	When Available
<p>1. The Collection</p> <p>The Wallace Collection was formed by five generations of collectors, four Marquesses of Hertford and Sir Richard Wallace, and was bequeathed to the Nation in 1897. Housed in the family's main London residence, Hertford House, it contains unsurpassed collections of French eighteenth-century paintings, furniture and porcelain, as well as magnificent Old Master paintings, princely arms and armour, French and Italian sculpture, gold boxes, miniatures and Medieval and Renaissance works of art.</p>		
<p>1.1 Information about the Museum's Collections</p>		
<p>Scholarly Catalogues</p>	<p>Available from the Museum Shop, in copyright libraries or in Wallace Collection galleries</p>	<p>Catalogues in print cover c.50% of Collection. Current list available from Museum Shop www.the-wallace-collection.org.uk/s/index_shop.htm Arms and Armour catalogue currently out of print, but available in all Armoury galleries in Museum</p>
<p>Exhibition Catalogues</p>	<p>Available from the Museum Shop or in copyright libraries</p>	<p>Current list of publications in print available from Museum Shop www.the-wallace-collection.org.uk/s/index_shop.htm</p>
<p>Other publications on the Collection, including monographs, general guides</p>	<p>Available from the Museum Shop or in copyright libraries</p>	<p>Most recent Guide published in 2000. Current list of publications in print available from Museum Shop. www.the-wallace-collection.org.uk/s/index_shop.htm</p>

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		wallace-collection.org.uk/s/index_shop.htm
Gallery Information Sheets	Available in galleries and through Web Site www.the-wallace-collection.org.uk or from Museum Assistant on request ma@the-wallace-collection.org.uk	5 year programme 2001-2006 to produce Gallery Information Sheets for all parts of the Collection
Object Labels	All objects on display except paintings (labels on frames) have labels. Copies available from Museum Assistant on request ma@the-wallace-collection.org.uk Highlights of Collection in large print available from front desk of Museum	Current Current
Basic Information about objects in the Collection	<i>Summary Illustrated Catalogue of Paintings</i> , available from Museum Shop or in copyright libraries c.20% of collection available on website collections database, www.the-wallace-collection.org.uk	Publication June 2003 Current. Entire Collection to be available on line by 2006
Acquisition and Disposal policy	Available on Web Site or by request from Head of Collections	Current
Details of objects recently conserved	Triennial Report, or available on request from Head of Collections	Current
Audio Guides	Audio Guide, with information on 150 objects, available for hire from Museum Shop	Current
News about the Collection	Quarterly <i>What's On</i> available from the Museum, by mail on request, or on website www.the-wallace-collection.org.uk	Published quarterly in January, April, June and September.
<p>1.2 Research resources Information about research resources on the Collection and its history and context</p>		
Basic information on contents and access to Library and Archives	Information sheet and advice available from Librarian/Archivist agilbert@the-wallace-collection.org.uk or telephone	Current

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	0207 563 9528	
Museum object files, on every object in the Collection. Typically contain: bibliography, correspondence, curators' notes, photographs, conservation records	Available by appointment with relevant Curator, see Web site www.the-wallace-collection.org.uk , or contact Museum Assistant	Current
List of recent publications by Curatorial and Conservation staff	Available on request from Head of Collections	Current
1.3 Education		
Information about services offered to educational users of all kinds, including school groups and adults		
Information on education events, including special events and holiday activities	<i>What's On</i> leaflet for information on courses and study/family days. Web site also has details	Current
Guided tours and Gallery Talks	Information available at Museum and in <i>What's On</i> leaflet, and on Web Site.	Current
Schools programmes	Primary School brochure available on request from Education Department - 0207 563 9551	Current
	Details of 6 th form and GCSE programmes on request from Education Department, or Web site	Current
2. Organisation and Management of the Collection		
2.1 General background		
Information regarding the history of the Collection	Web Site http://www.wallace-collection.org.uk	Current
List of all Collection staff , job titles and contact details	Web Site (Contact Us) http://www.wallace-collection.org.uk	Current
List of current Trustees	Web Site (Contact Us) or Financial Statements – see 2.2 Finance and Planning	Current
Press releases (current and archived)	Web Site (Press Office)	Current
Biographies for the Director	Web Site (Contact Us)	Current

Description of Information	How available	When Available
2.2 Finance and planning		
Funding agreement between the Department for Culture, Media and Sports and the Wallace Collection	Web Site http://www.wallace-collection.org.uk	Current
Triennial Report	Published version is available on request from the Finance Department Highlights from the report are available on the Web Site http://www.wallace-collection.org.uk	Current
Financial Statements	Web Site http://www.wallace-collection.org.uk or The published financial statements are available from the Stationery Office Tel 0870 600 5522	Current
Report against targets in funding agreement	Web Site http://www.wallace-collection.org.uk or the published financial statements are available from the Stationery Office Tel 0870 600 5522	Current
Prior year financial statements	The published financial statements are available from the Stationery Office Tel 0870 600 5522	Current
Fundraising Strategy	Available on request from the Head of Development	Current
Details of donors	Where not anonymous donations these are available in the Financial Statements, either on Web Site or from the Stationery Office.	Current
Corporate Plan	Available on request from the Head of Finance	Current
2.3 Management and Policy		
Summarised versions of Board of Trustees meetings	On request from Secretary to the Board of Trustees, these will exclude any exempt material.	Available from April 2002. The minutes to be available one month after approval of the minutes by Board of Trustees.
Staff organisation and departments	Web Site	Current

Description of Information	How available	When Available
	http://www.wallace-collection.org.uk	
Staff Handbook	Available on request from the Personnel Officer.	Current
Job Vacancies – details of current job vacancies and job descriptions	Vacancies are advertised on the Web site. Further details from the Personnel Officer.	Current
Facilities Management Policies including Environmental Policy, Health and Safety Policy	On request from Head of Facilities	Current
Review of activities and future plans	See Financial statements on Web site	Current
3. Information for visitors		
3.1 Information about services available to the visitor		
Information about services available to the visitors, including opening times, how to get to the Collection and access. Also includes details of latest exhibitions, free daily tours, study days and family days	<p>Web site: http://www.wallace-collection.org.uk</p> <ul style="list-style-type: none"> • Hard copy leaflets of <i>What's on</i> showing next 3 months activities. • Floor plans available at the Museum • Guide books available at the Museum 	Current
Information, access ,services and tours for people with disabilities	<ul style="list-style-type: none"> • Access policy and Plan: available in large print, on audio cassette and on computer disc on request from Access coordinator, 0207 563 9515 • <i>Welcome to the Wallace Collection</i> access booklet available in Museum or on request from Access Co-ordinator – email: access@the-wallace-collection.org.uk • Raised line floor plan available from Museum • Audio Guide: Written specifically for visitors with visual impairments and with Grade 1 Braille map of the commentaries Written specifically for visitors with learning difficulties Available for hire from the front entrance of The Collection 	Current
Audio Guide	<ul style="list-style-type: none"> • General tour of the Collection • General tour in plain English <p>Available for hire from the front entrance</p>	Current

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	of The Collection	
Standards of service for visitors	On request from the Head of Collections and on Web Site.	Current
Visitor Numbers	See Triennial report and Financial Statements for annual numbers. Also by request from Head of Finance	Current. Monthly numbers will be available 1 week after month end.
Merchandise/publications in the shop that you can buy	<ul style="list-style-type: none"> • In person at The Wallace Collection shop (open 10am – 5pm daily when Museum is open). • Website: www.the-wallace-collection.org.uk/s/index_shop.htm • Via mail order service: by email: Mail@hertford.dircon.uk or telephone: 0207 563 9514 • Most publications can be ordered through good local bookshops in UK, Europe and the USA 	Current