

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 enquiry@horniman.ac.uk or by post to:

Enquiry
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 of Audiences and Income 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 incl. trustee interests	Horniman Website	Free
Trustees Code of Best Practice	Horniman Website	Free
Summary of minutes from Trustee meetings	Horniman Website	Free

Publication	Availability	Cost
Minutes of Annual General Meeting	Horniman Website	Free

2. What we spend and how we spend it

(Financial info: projected/actual income and expenditure, tendering, procurement, contracts)

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

Procurement and Transparency

Publication	Availability	Cost
Standard Terms & Conditions (Goods & Services)	Horniman Website	Free
Tenders	Horniman Website	Free
Transparency reports (expenditure > £25K/month)	Horniman Website	Free
Staff Organogram (senior structure)	Horniman Website	Free

3. What our priorities are and how we are doing

(Strategy, performance info, plans, reviews)

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

4. How we make decisions

(Policies, decision-making processes, consultations)

Publication	Availability	Cost
Corporate Governance Code	Horniman Website	Free

5. Our policies and procedures

(Written protocols for delivering functions and responsibilities)

General Policies and Procedures

Publication	Availability	Cost
Access Information	Horniman Website	Free
Safeguarding Policy	Horniman Website	Free
Complaints Procedure	Horniman Website	Free
Data Protection Policy Statement	Horniman Website	Free
Health & Safety Policy Statement	Horniman Website	Free
Publication Scheme	Horniman Website	Free
Fundraising and Donations Acceptance Policy	Horniman Website	Free

Collections Related Policies and Procedures

Publication	Availability	Cost
Procedure for Access to Collections (External Researchers)	Horniman Website	Free
Collections Development Policy	Horniman Website	Free
Collections Description (General Information)	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
Downloadable Schools Resources	Horniman Website	Free

7. Horniman Publications (Not Available on Website)

Publication	Availability	Cost
EKPU: The Oron Ancestor Figures of South East Nigeria	Post	£20
Nomads (Nomadic Material Culture in Asian Collections)	Post	£20
Collectors: Expressions of Self and Others (Essays on 19th–20th century ethnographic collecting)	Post	£20
Re-Visions: Collections and Ethnography at the African Worlds Gallery	Post	£20
Oriental Visions: Exhibitions, Travel, Collecting in the Victorian Age	Post	£25
Collectors: Description – Collectors, Individuals and Institutions	Post	£25
Museums, Colonialisation and Identity	Post	£20

Publication Scheme updated August 2025