

**D & E TABLE**

N°	<b>Definitions &amp; Explanations</b>	<b>Your definitions and explanations</b>
	The last available year and it should rely on the provided data in the questionnaire. Any other year of reference related to the provided data should be specified here aside in the right column.	
<b>1</b>	<b>The working group definition (a) is the rule. If not available apply national criteria (b) and define, explain the latter one.</b>	
<b>1a</b>	<p style="text-align: center;"><b>Working group definition (a)</b></p> <p>A museum, according to the definition given by the International Council of Museums (ICOM), is a <b>non-commercial</b>, permanent institution in the service of society and of its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, material evidence of man and his environment. In addition to museums designated as such, the following, recognised by ICOM as having the character of museums, are also covered by the surveys:</p> <ul style="list-style-type: none"> <li>a) Conservation institutes and exhibition galleries on libraries and archives centres;</li> <li>b) Natural, archaeological and ethnographic monuments and sites and historical monuments and sites of a museum nature, owing to their acquisition, conservation and communication activities.</li> </ul> <p><b>The definition should be look upon in a broad sense. The sites are taken in account and not the administrative units.</b></p>	
<b>1b</b>	<p style="text-align: center;"><b>National criteria (b)</b></p> <p>Please explain, define here aside the way the museum sector is organised (or not organised) in your country.</p>	
<b>2</b>	Number of museums according to type of collection	
<b>2a</b>	Total number of museums	
<b>2b</b>	<p>Art, archaeology and history museums include</p> <ul style="list-style-type: none"> <li>1) Art museums: museums for the display of works of fine art and applied art. Within this group fall museums of sculpture, picture galleries, museums of photography and cinema, museums of architecture, including art exhibition galleries permanently maintained by libraries and archives centres(point 2a UNESCO classification); and</li> <li>2) Archaeology and history museums: the aim of history museums is to present the historical evolution of a region, a country, or a province, over a limited period or over the centuries. Museums of archaeology are distinguished mainly by the fact that they owe all or a part of their collections to excavations. The group includes museums with collections of historical objects or remains, commemorative museums, archives museums, military museums, museums on historical figures, archaeological</li> </ul>	

## A Guide to European Museum Statistics

	<p>museums, antiques museums, etc. (point 2b UNESCO classification).</p>	
<b>2c</b>	<p>Science and technology museums, ethnology museums include</p> <ol style="list-style-type: none"> <li>1) Natural history and natural science museums: museums dealing with subjects relating to one or several disciplines such as biology, geology, botany, zoology, palaeontology and ecology (point 2c UNESCO classification);</li> <li>2) Science and technology museums: museums in this category are devoted to one or several exact sciences or technologies such as astronomy, mathematics, physics, chemistry, medical science, construction and building industries, manufactured objects, etc; also included in this category are planetaria and science centres (point 2d UNESCO classification).; and</li> <li>3) Ethnography and anthropology museums: museums displaying materials on culture, social structure, beliefs, customs, traditional arts, etc. (point 2e UNESCO classification).</li> </ol>	
<b>2d</b>	<p>Other museums include</p> <ol style="list-style-type: none"> <li>1) Specialized museums: museums concerned with research and the display of all aspects of a single theme or subject not covered in one of the previous categories (point 2f UNESCO classification);</li> <li>2) Regional museums: museums which illustrate a more or less extensive region constituting a historical and cultural entity and sometimes also an ethnic, economic or social one, i.e. whose collections refer more to a specific territory than to a specific theme or subject (point 2g UNESCO classification);</li> <li>3) General museums: museums which have mixed collections and cannot be identified by a predominant field (point 2h UNESCO classification).; and</li> <li>4) Other museums: museums not entering into any of the above categories (point 2i UNESCO classification).</li> </ol>	
<b>3</b>	Ownership	
<b>3a</b>	<p>Number of state owned museums</p> <p>museums which are owned by central or federal government authorities.</p> <p><i>[In order to conceive the problems in this context with federal states it has been suggested that the co-ordinators should explore the work done by Eurostat concerning the territorial nomenclature.]</i></p>	
<b>3b</b>	<p>Number of local regional owned museums</p> <p>museums which are owned by local or regional authorities (federated state, province, county, city, town, etc).</p> <p><i>[In order to conceive the problems in this context with federal states it has been suggested that the co-ordinators should explore the work done by Eurostat concerning the territorial nomenclature.]</i></p>	

## A Guide to Museum Statistics in Europe

<b>3c</b>	<p>Number of other public-owned museums</p> <p>museums which are owned by other public authorities not classified under 4a, 4b or 4c.</p>	
<b>3d</b>	<p>Number of private-owned museums</p> <p>museums owned by private entities (foundations or associations registered under private law) or families and individuals include also public/private partnership (ppp) and this item should be explained if possible.</p>	
<b>3e</b>	<p>Of wich number of "ppp"'s (public/private partnership) museums</p> <p>["In this type of associations / companies the government has nominally and legally there yet the superintendence however the company manages itself more like a private company than the government could."]</p> <p>public/private partnership should be explained if possible: agreements / contracts between public and private institutions to run a museum.</p>	
<b>4</b>	Management	
<b>4a</b>	<p>Number of state managed museums</p> <p>museums which are managed by central or federal government authorities.</p>	
<b>4b</b>	<p>Number of local regional managed museums</p> <p>museums which are managed by local or regional authorities (federated state, province, county, city, town,etc).</p>	
<b>4c</b>	<p>Number of other public-managed museums</p> <p>museums which are managed by other public authorities not classified under 4a, 4b or 4c.</p>	
<b>4d</b>	<p>Number of private-managed museums</p> <p>museums managed by private entities (foundations or associations registered under private law) or families and individuals include also public/private partnership (ppp) and this item should be explained if possible.</p>	
<b>4e</b>	<p>Of which number of "ppp"'s (public/private partnership) museums</p> <p><i>["In this type of associations / companies the government has nominally and legally there yet the superintendence however the company manages itself more like a private company than the government could."]</i></p> <p>public/private partnership should be explained if possible: agreements / contracts between public and private institutions to run a museum.</p>	
<b>5</b>	<p>Ownership of permanent collection</p> <p>Collections owned by the museum itself or in permanent loan by the museum</p>	
<b>5a</b>	Public ≤ 50 %	
<b>5b</b>	Public > 50 %	

## A Guide to European Museum Statistics

<b>6</b>	Number of visits	
<b>6a</b>	Total number of visits	
<b>6b</b>	Of which total free admissions (number)	
<b>6c</b>	Of which total free admissions (%)	
<b>6d</b>	Of which total foreigners (number)  Foreigners means non-residents; coming from abroad (source: visitor survey). This data is an estimation.	
<b>6e</b>	Of which total foreigners (%)  Foreigners means non-residents; coming from abroad (source: visitor survey). This data is an estimation.	
<b>6f</b>	Of which total visits at temporary exhibitions (number)  Temporary exhibitions produced uninterruptedly not more than 1 year.	
<b>6g</b>	Of which total visits at temporary exhibitions (%)  Temporary exhibitions produced uninterruptedly not more than 1 year.	
<b>7</b>	Staff  FTE a year: FTE (full-time equivalent) means converting part-time staff in full-time staff. E.g.: if three people are working in the museum on part-time contract basis, two on quarter time basis and the third on half-time basis, the FTE data will be 25%+25%+50% = 1 full-time employee.  On <u>national criteria</u> , please specify normal working hours a week.  Paid staff: All personal necessary to run the museum (directors, researchers, curators, exhibition designers, etc as well as administrative staff, security staff, technical staff, waiters, etc.)  Volunteers: personal not being part of the "regular" museum staff and not touching any wage	
<b>7a</b>	Paid staff: Total number	
<b>7b</b>	Paid staff: of which specialised  Specialised staff: personal who has graduated the faculty of university level as well as personal with secondary education having graduated in a special training course in the museum sector.	
<b>7c</b>	Paid staff in FTE (see point n°7 above for explanations): Total number	
<b>7d</b>	Paid staff in FTE (see point n°7 for explanations): of which number of specialised staff  Specialised staff: personal who has graduated the faculty of university level as well as personal with secondary education having graduated in a special training course in the museum sector.	
<b>7e</b>	Volunteers: Total number	
<b>7f</b>	Volunteers: of which specialised  Specialised staff: personal who has graduated the faculty of university level as well as personal with secondary education having graduated in a special training course in the museum sector.	

## A Guide to Museum Statistics in Europe

<b>7g</b>	Volunteers in FTE (see point n°7 for explanations): Total number	
<b>7h</b>	Volunteers in FTE (see point n°7 for explanations): of which number of specialised staff  Specialised staff: personal who has graduated the faculty of university level as well as personal with secondary education having graduated in a special training course in the museum sector.	
<b>8</b>	Admissions  Paid admissions: Basic maximum price for one adult person.  Free entrance: For all categories of public  <i>[Note that many museums which admissions are free do organise special exhibitions for which entry fees are asked.]</i>	
<b>8a</b>	Total number of museums with paid admissions with a price of tickets (in EUR) < 2,5 €	
<b>8b</b>	Total number of museums with paid admissions with a price of tickets (in EUR) between 2,5 and 5 €	
<b>8c</b>	Total number of museums with paid admissions with a price of tickets (in EUR) > 5 €	
<b>8d</b>	Number of museums with free entrance  Free entrance for all categories of public	
<b>8e</b>	Number of museums with museum-card	
<b>9</b>	Temporary exhibitions  Includes only temporary exhibitions in the museum itself.  Note that it is important that the same exhibition can not be included in two different years. Has to be considered the date of start or the date of closure of the temporary exhibition.	
<b>9a</b>	Total number of temporary exhibitions ...	
<b>9b</b>	Of which own productions	
<b>9c</b>	Of which joint productions  Exhibitions produced with one or more partners(not necessary a museum) and where the museum has contributed with at least one object to the exhibition.	
<b>10</b>	Expenditure (of museums)	
<b>10a</b>	Total of expenditures  Ordinary expenditures (column 10b) + extraordinary expenditures (column 10d)	
<b>10b</b>	Of which total of ordinary expenditures	
<b>10c</b>	Of which ordinary expenditures for staff	
<b>10d</b>	Of which extraordinary expenditures	
<b>10e</b>	Of which extraordinary expenditures for new collections	
<b>11</b>	Income of museums	
<b>11a</b>	Total income of museums	
<b>11b</b>	Of which entry fees	
<b>11c</b>	Of which public subsidies	
<b>12</b>	Public expenditure (for museums)	

## A Guide to European Museum Statistics

<b>12a</b>	<p>Total public expenditures for museums (in EUR)</p> <p>Ordinary function costs as well as subsidies</p> <p>Includes every type of public financing source</p> <p>Note that in countries in which inflation is rising high the date of the provided information has to be indicated</p>	
<b>12b</b>	<p>Of which public investments for museums</p> <p>Extraordinary expenditures mentioned as that in the budgets are to be taken in account (normal function costs are to be mentioned in column 10b )</p> <p>E.g.: new buildings, important restorations, major acquisitions (e.g.: collection of paintings)</p>	
<b>13</b>	Number of museums making use of computers	
<b>13a</b>	Total number of museums equipped with at least one computer	
<b>13b</b>	Of which for administrative purposes	
<b>13c</b>	<p>Of which for visitor's information purposes</p> <p>E.g.: interactive gallery system</p>	
<b>13d</b>	Of which having a database for electronic inventory	
<b>13e</b>	Of which having an Internet access	
<b>14</b>	Number of museums possessing a web-site	
<b>15</b>	Number of museums possessing an own web-site	
<b>15a</b>	Total number of museums possessing an own web-site	
<b>15b</b>	Of which are updating themselves their web-site	
<b>16</b>	Number of museums ...	
<b>16a</b>	<p>connected to a museum portal</p> <p>A museum-portal is a web-site that offers a doorway into a world of information about museum topics; it is a system of integrated programs designed to make it easier for a user to find information;</p> <p>Please specify here aside the portal connected to.</p>	
<b>16b</b>	<p>more than one museum portal</p> <p>A museum-portal is simply a web-site that offers a doorway into a world of information about museum topics; it is a system of integrated programs designed to make it easier for a user to find information;</p> <p>Please specify here aside the portals connected to.</p>	
<b>16c</b>	<p>(an)other portal(s)</p> <p>Please specify here aside the portal(s) connected to.</p>	
<b>17</b>	<p>Museums with at least one special museum education programme ...</p> <p><i>[Suggested notion of definition: "A "programme" is understood here as a "continuation of actions" that run on a more stable basis and is repeatable. A "programme" is based on acquired knowledge and addresses more the diffusion of the knowledge than it's discovering"]</i></p>	

## A Guide to Museum Statistics in Europe

<b>17a</b>	Total	
<b>17b</b>	Of which for school children	
<b>17c</b>	Of which for ethnic minorities	
<b>17d</b>	Of which for senior citizens	
<b>17e</b>	Of which for others	
<b>18</b>	Museums per 100.000 inhabitants on working group definition (see point n°1 above)  <i>[The co-ordinators concluded to rearrange the column]</i>	
<b>19</b>	Museums per 100.000 inhabitants on national criteria (see point n°1 above)  <i>[The co-ordinators concluded to rearrange the column]</i>	
<b>20</b>	Visits per 100.000 inhabitants  Total number <u>including</u> free entrances	
<b>21</b>	Visits per 100.000 inhabitants  Total number <u>excluding</u> free entrances	
<b>22</b>	Average number of visits per museum according to working group definition (see point n°1)	
<b>23</b>	Average number of visits per museum according to national criteria (see point n°1)	
<b>24</b>	Staff per 100.000 inhabitants  Total staff.	
<b>25</b>	Expenditure per capita (in EUR)	
<b>26</b>	Public expenditures per 100.000 inhabitants  Including investments.	
<b>27</b>	Number of museums opened 200 days and more	
<b>28</b>	Number of museums with more than 5.000 visits a year  Free entrance is also taken in account.	
<b>29</b>	Number of museums necessary to reach ...  Free entrance is also taken in account.	
<b>29a</b>	50 % of total visits	
<b>29b</b>	75% of total visits	
<b>30</b>	Number of museums employing at least 1 specialised staff  Specialised staff: personal who has graduated the faculty of university level as well as personal with secondary education having graduated in a special training course in the museum sector.	
<b>31</b>	Average price paid (in EUR)  $\frac{[\text{Income from entries (column 11b)}]}{[\text{Total number of paid entries (column 6a - column 6b)}]}$	
<b>32</b>	Number of museums with at least one publication  Concerns only scientific research publications; excluding tourist guides, leave-sheets, etc..	
<b>33</b>	Number of museums with at least one publication on an electronic data carrier	

### A Guide to European Museum Statistics

	Concerns only scientific research publications, excluding tourist guides, leave-sheets, etc..	
<b>34</b>	Museum participation  The percentage of the population from 15 years and older having visited a museum during the last 12 months (population survey).	
<b>35</b>	Population (in millions)  <i>[Note that the data here is not to be provided by the EGMUS participants]</i>	
<b>36</b>	Density  Inhabitants per square meter  <i>[Note that the data here is not to be provided by the EGMUS participants]</i>	
<b>37</b>	Purchasing Power Parity (in EUR)  <i>[Note that the data here is not to be provided by the EGMUS participants]</i>	
<b>38</b>	List of internet-addresses of the most important institutions involved in museum affairs	
<b>39</b>	List of the addresses of the most important museums equipped with an interactive gallery system	
<b>40</b>	List of the important issues as far as cultural policies and specially as museums are concerned	
<b>41</b>	List the specific museums surveys realised	
<b>42</b>	List the 3 biggest museums according to the total of visits (column 6a)	