



Science &  
Technology  
Museum



# **SCIENCE & TECHNOLOGY MUSEUM**

**School of Natural Sciences  
University of Patras**

---

## **OPERATIONAL GUIDELINES**

---

**June 2019**

## Contents

1. INTRODUCTION .....	4
1.1 Establishment and Mission.....	4
1.2 Goals .....	3
1.3 Operational Guidelines.....	4
2. INSTITUTIONAL FRAMEWORK .....	5
2.1 Statutory documents.....	5
2.2 Defining the mission, goals and policy of the museum .....	5
2.3 The role of the Scientific Committee .....	5
2.4 Defining staff duties .....	6
2.5 Association of Friends of the Science and Technology Museum.....	6
2.6 Student participation in STM activities .....	6
3. NATURAL RESOURCES .....	6
3.1 Facilities .....	6
3.2 Access .....	6
3.3 Health and safety.....	7
3.4 Disaster protection .....	7
3.5 Safety.....	7
3.6 Safety and compensation .....	7
4. FINANCIAL RESOURCES .....	7
4.1 Financing.....	7
4.2 Revenue policy .....	8
4.3 Financial review .....	8
5. VISITORS OF THE SCIENCE AND TECHNOLOGY MUSEUM .....	8
5.1 Welcoming visitors to the Science & Technology Museum .....	8
5.2 Additional rules for Museum visitors .....	8
6. COLLECTIONS OF THE SCIENCE AND TECHNOLOGY MUSEUM .....	9
6.1 Collections of museum material .....	9
6.2 Museum material collection strategy .....	9
6.3 Collections and Documentation .....	9

# Operational Guidelines Science & Technology Museum-STM

---

7. GUIDED TOURS-EDUCATIONAL ACTIVITIES OF THE SCIENCE AND TECHNOLOGY MUSEUM	9
7.1 Individual visits.....	9
7.2 School or other groups .....	9
8. EXHIBITIONS OF THE SCIENCE AND TECHNOLOGY MUSEUM.....	10
8.1 Permanent exhibition.....	9
8.2 Temporary exhibitions.....	9
9. OTHER COMMUNICATIONAL ACTIVITIES OF THE SCIENCE AND TECHNOLOGY MUSEUM.	10
10. PROJECTION OF THE SCIENCE AND TECHNOLOGY MUSEUM.....	10
11. PUBLICATIONS BASED ON MATERIAL FROM THE SCIENCE AND TECHNOLOGY MUSEUM	11
12. USE OF THE SCIENCE AND TECHNOLOGY MUSEUM’S AUDITORIUM.....	11

## 1. INTRODUCTION

### 1.1 Establishment and Mission

The Science and Technology Museum of the University of Patras was founded in 2001 with the P.D. 290 (Government Gazette 199/12-9-2001). According to the Presidential Decree 290/2001, the mission of the Science and Technology Museum is:

a) The collection, preservation, study and exhibition of items of scientific and technological heritage

b) The promotion of research in the field of history of science and technology and the coverage of the teaching and research needs at undergraduate and research level of the Departments of the School of Natural Sciences, as well as other Departments of the University

c) The promotion and dissemination to the general public of the History of Science and Technology through the realization of exhibitions, speeches, publications, seminars, symposiums, workshops, conferences and other scientific events

d) The cooperation with the Departments of the University to collect, maintain and promote the collections of the scientific and technological heritage as well as the cooperation with other Museums, Universities, International Organizations, such as ICOM through the national committees and Unesco, as well as with other academic institutions or research centers, as long as the scientific objectives coincide, are consistent or complement those of the Museum

### 1.2 Objectives

The basic objectives of the Museum are:

a) The connection of the University with society

b) The popularization of science and technology

c) The scientific and technological literacy of students, pupils and society

d) The connection of the three levels of education

e) The creation of an educational tool for science and technology

### 1.3 Operational Guidelines

The Operational Guidelines presented here is the basis of the general, guiding and binding principles about the policy objectives to be applied to the Science and Technology Museum of the University of Patras (STM UP) (hereinafter "the Museum"), as well as the special administrative arrangements which must be followed and implemented by the Director and the staff of the Museum, as part of their duties. The general framework of the provisions hereof constitutes a basic and binding reference text about the Museum and the issues arising concerning its operation.

# Operational Guidelines Science & Technology Museum-STM

---

The following Operational Guidelines Regulations of the **Science and Technology Museum of the University of Patras (STM UP)** was approved in the General Assembly of the School of Natural Sciences (protocol number.....).

## General overview

According to the Code of Conduct of the International Council of Museums (**ICOM 2009**) for Museums, which is a framework of basic rules for the operation of Museums:

1. A Museum preserves, interprets and promotes the natural and cultural heritage of humanity.
2. A museum preserves its collections for the benefit of scientific research, society and its development.
3. A Museum gathers primary data for the acquisition and the expansion of knowledge.
4. A museum contributes to the knowledge, understanding and management of the natural and cultural heritage.
5. The resources of a Museum enable the provision of other services for the benefit of the people in society.
6. A Museum works closely with the sources of its collections, as well as with the groups and structures that its collections serve.
7. A Museum operates within the law.
8. A Museum operates in a professional and scientifically proper way.

## 2. INSTITUTIONAL FRAMEWORK

### 2.1 Statutory documents

The Director of the Science and Technology Museum, who is elected by the General Assembly of the School of Natural Sciences, ensures that the Museum has a founding deed and any other relevant legal document, drafted in accordance with national law, which clearly defines its legal status, mission, permanent operation and non-profit nature.

### 2.2 Defining the mission, goals and policy of the museum

The Director of the Science and Technology Museum prepares and publishes a statement - which he will follow regarding the mission, goals and policy of the museum, as well as his role, determines and assigns responsibilities to the staff, determines the person in charge of the Museum and appoints the Scientific Committee. The Director also determines the framework of cooperation with the Association of Friends of STM.

### 2.3 The role of the Scientific Committee

The Scientific Committee has an advisory role. It consists of faculty members who have been Directors of the Museum and faculty members who come from scientific fields related to the subject matter of its exhibitions and collections. The Director appoints the members of the Scientific Committee.

## **2.4 Defining staff duties**

The Director of the Science and Technology Museum defines and communicates to the staff, the person in charge of the Museum, as well as the duties of the staff. The duties of the staff concern administrative, financial and resource finding, technical, new technologies, educational issues, communication issues, temporary exhibitions, events and collection management and documentation, as well as any other issues that may arise. The rector and the Dean are informed of all the Museum's activities.

## **2.5 Association of Friends of the Science and Technology Museum**

The Association of Friends of STM has been established by individuals from the University community and the society of Patras to support the goals of STM. The Director of the Science and Technology Museum also determines the framework of cooperation with the Association of Friends of STM.

## **2.6 Student participation in the activities of the Museum of Science and Technology**

Undergraduate and postgraduate students from the Departments of the University of Patras and other Departments of other Higher Educational Institutions can participate in the activities of the Science and Technology Museum through Internship programs, the Educational Adequacy Program and Volunteering. The Director of the Museum appoints the person responsible for the students.

## **3. NATURAL RESOURCES**

### **3.1 Facilities**

The Director of the Science and Technology Museum ensures the adequacy of the building facilities so that the museum can perform the basic functions defined by its mission.

### **3.2 Access**

The Director of the Science and Technology Museum ensures that the museum and its collections will be accessible to all researchers (Greeks and foreigners) who study history of science and technology, as well as schools and the public at regular intervals and with a defined schedule. Special care will be taken for people with special needs.

### **3.3 Health and Safety**

The Director of the Science and Technology Museum ensures that the institutional standards for hygiene, safety and accessibility apply to both museum staff and visitors.

### **3.4 Disaster protection**

The Director of the Science and Technology Museum takes into account and implements measures for the protection of the public and the staff, as well as the collections and the equipment of the museum from disasters due to natural causes or human actions.

### **3.5 Safety**

The Director of the Science and Technology Museum ensures the existence of the necessary security measures to protect the collections from theft or from damage that may be caused in the showcases, showrooms, storage areas and workplaces, as well as during the transport of objects.

### **3.6 Security and compensation**

In case a private security company is used to safeguard the collections or is hired for maintenance, promotion, etc. of the material, the Director of the Science and Technology Museum ensures that the relevant work is safe, that the relevant coverage is adequate and that it includes items of the collections that are in transit or on loan, as well as anything else that falls under the responsibility of the Museum. When using a compensation program, it is necessary to adequately insure items that do not belong to the Museum.

## **4. MONEY-FINANCIAL RESOURCES**

### **4.1 Financing**

The Director of the Science and Technology Museum makes every effort to ensure sufficient financial resources for the performance and development of the museum's activities. The management of financial resources should be carried out in a transparent manner and in cooperation with the official who appoints the financial manager.

## **4.2 Revenue policy**

The Director of the Science and Technology Museum ensures the establishment of a clear policy regarding the income that the Museum may have from its activities or external sources. Regardless of the source of funding, the financial situation of the Museum should be made known to the Dean of the School of Natural Sciences and the staff; so that it can adapt the activities, it plans to the current financial situation of the Museum.

## **4.3 Financial review**

The Director of the Science and Technology Museum is responsible for sending an annual financial report to the Dean of the School of Natural Sciences and the Rectorate.

## **5. VISITORS OF THE SCIENCE AND TECHNOLOGY MUSEUM**

The Science and Technology Museum can be visited by: a. the researchers of the University of Patras with related subjects, b. researchers from other domestic or foreign universities, c. Students from all levels of education, citizens, special groups of the public, etc.

### **5.1 Welcoming visitors to the Science and Technology Museum**

The staff of the Science and Technology Museum is responsible for the welcoming of its visitors (categories a, b, c) at the museum. An electronic file is kept by the staff for all types of audience groups. The Director of the Science and Technology Museum and the staff are also responsible for the observance of the rules in the space by the visitors and the proper treatment and safety of the exhibition spaces.

### **5.2 Additional rules for Museum visitors**

- Obeying the visiting hours.
- Upon leaving, the visitor can fill in his/her information in the guest book, his/her status as well as details of his/her visit. He can also become a member of the Association of Friends of STM and support the goals of the Museum.
- The consumption of food and drink is prohibited in all areas of the museum.
- Smoking is prohibited in all areas of the museum.



## 6. COLLECTIONS OF THE SCIENCE AND TECHNOLOGY MUSEUM

### 6.1 Collections of museum material

The collections of the Science and Technology Museum are enriched with material related to science and technology and comes from the University of Patras, relevant scientific and technological organizations and individuals from Patras and elsewhere, etc. carriers.

### 6.2 Museum material collection strategy

The collection strategy of the museum material is determined by the Director in collaboration with the staff. The selection criteria are related to age, how representative or rare it is, the available storage space, etc.

### 6.3 Collections and documentation

The collections are documented as much as possible by the staff according to the 'Collection Management and Documentation System' of the Museum which is compatible with the documentation specifications of CIDOC / ICOM museum objects.

## 7. GUIDED TOURS-EDUCATIONAL ACTIVITIES OF THE SCIENCE AND TECHNOLOGY MUSEUM

The Science and Technology Museum can be visited, in addition to researchers and pupils, students, or groups of citizens with interests in its permanent or temporary exhibitions. The Director appoints the person responsible for the guided tours and educational activities.

### 7.1 Individual visitors

Τους επισκέπτες υποδέχεται το προσωπικό και σε ειδικές περιπτώσεις ο Διευθυντής. Το προσωπικό ξεναγεί κατά τον δυνατόν τους μεμονωμένους επισκέπτες.

### 7.2 School or other groups

School groups, student groups and other groups participate in one of the educational activities in the permanent or periodic exhibition. They are implemented by the staff of the Museum with the help of students in the context of their internship or volunteering. The educational activities are designed for the permanent or periodic exhibitions by the staff in collaboration with specialists, where necessary, and the participation of students in the context of their internship or volunteering. Educational activities are evaluated at regular intervals and improved.

## 8. EXHIBITIONS OF THE SCIENCE AND TECHNOLOGY MUSEUM

The Science and Technology Museum's main communication tool with society is its permanent and temporary exhibitions. The Director shall designate the person responsible for the permanent and temporary exhibitions.

### 8.1 Permanent exhibition

The permanent exhibition of the Science and Technology Museum has a dynamic character and is enriched with new material when possible.

### 8.2 Temporary exhibitions

Every year, the Science and Technology Museum holds a number of temporary exhibitions on various topics related to science and technology, environment, humanity, etc. For the temporary exhibitions, STM collaborates with important organizations of science, technology, art, education. Temporary exhibitions can be:

- Exhibitions that have been designed and implemented by another organization of science, technology, arts in Greece or abroad and are enriched with material from STM.
- Exhibitions designed and implemented by STM in collaboration with other organizations.
- Hosted exhibitions from another organization.
- Exhibition of works that participated in a nationwide competition.
- Exhibition of projects implemented within the Thematic Network in the context of innovative actions of primary and secondary education.
- Κάθε άλλη έκθεση που κρίνεται από τον Διευθυντή κατάλληλη για το Μουσείο. •
- Any other exhibition deemed suitable by the Director for the Museum.

## 9. OTHER COMMUNICATIONAL ACTIVITIES OF THE SCIENCE AND TECHNOLOGY MUSEUM

The Science and Technology Museum implements every year many communication activities, such as events, seminars, experiential activities, thematic networks, competitions, in the context of a permanent exhibition and temporary exhibitions, intending to strengthen the dialogue with the society. The communication activities are organized in cooperation with institutions and organizations of science, technology, art, education. The Director shall designate the person responsible for the actions of communication.

## 10. PROJECTION OF THE SCIENCE AND TECHNOLOGY MUSEUM

The Science and Technology Museum promotes all of its events, its collections and the space it features through its website. The Museum uses social media for its promotion and projection to society. The Scientific Coordinator of the website and the pages that are maintained on social media is the Director of the Museum, while the Director assigns a member of the staff as a Technical coordinator.

## 11. PUBLICATIONS BASED ON MATERIAL FROM THE SCIENCE AND TECHNOLOGY MUSEUM

Faculty members, researchers, undergraduate and graduate students **are encouraged to use the Museum or its material in the context of research or their work.**

- It is mandatory to mention the Museum in works that are published, as long as the results are based on the use of material, which includes the museum.
- It is proposed a copy of the publication be send by the author at the Museum.

## 12. USE OF THE SCIENCE AND TECHNOLOGY MUSEUM'S AUDITORIUM

The Auditorium of the Science and Technology Museum is primarily used for:

- In the events organized by the Museum.
- In the context of the Educational activities of the Museum.

It can also be used, as long as the event is compatible with the objectives of the Science and Technology Museum and there is the availability of space, for:

- Lectures and events of the Departments and services of the University.
- Events of the student organizations of the University.

The Science and Technology Museum has the ability to allocate space to external users. If the proposed event is compatible with the objectives of the Museum and if there is availability, then one can coordinate with the event.