

MUSEUMS AND COMMUNITIES

GUIDE TO FIELD WORK AND MUSEAL CHARACTERIZATION SHEET

METHODOLOGY

“A DAY AT THE MUSEUM”

CONVERSATIONS AROUND
SPECIFIC TOPICS:
1. TERRITORY / MUSEUM / USERS
2. INTERNAL AND EXTERNAL RELATIONS:
ADMINISTRATIVE / FINANCIAL
DURATION: 60 MIN

CHARACTERIZATION SHEET

SYSTEMATIZATION OF THE
INFORMATION OBTAINED FROM THE
MUSEUM.



INFORMED CONSENT

AUTHORIZATION FOR THE USE OF PHOTOS,
RECORDINGS AND OTHER INFORMATION
OBTAINED.
DURATION: 5MIND

OBSERVATION

WALK THROUGH THE MUSEUM
FROM THE USER'S PERSPECTIVE.
OBSERVE THE DYNAMICS, SPACES
AND ACTIVITIES DEVELOPED
THERE.
DURATION: 1/2 DAY



Universidad Austral de Chile
Conocimiento y Naturaleza

TERRITORY

Name: Interviewee

Position:

Seniority:

Locate on the map attached

What is the context?: (rural/urban)

What type of population and settlements are there and which is the predominant one?: (Ex. indigenous, others.)

What are the ecological characteristics and which predominates?: (Ex. wetlands, coast, forest: native/plantation)

What are the productive activities and which predominates?: (agriculture, forestry, cattle raising)

Where is the museum located?

Who is represented by the collections

Locate in the map

Seasons of the museum:

Which audience do you target?

Ex. ethnic, cultural, educative, tourists

Any extraordinary audience?

Socioeconomic level

High/Medium/Low

Access to the museum

Schedule: Seasons

\$ Ticket:

N° Workers:

Titlle to real to real state:

Origin of its collections:

Milestones

Locate them in the timeline attached

ADMINISTRATIVE RELATIONSHIPS

What is the organizational structure?

How are decisions made? Mechanisms

How are roles assigned? Mechanims

Mechanisms of regulation? Formal/Informal

FINANCIAL RELATIONS

What are the financing mechanisms and what is their representativeness?



State



Donations



Tickets



Private

OTHERS

%

RECIPROCITY

How do you perceive reciprocity with the community and with the Museum Network?



Origins of the museum – Milestones



YEAR

Description:

Highlights of the museum:

Ex: Architecture, location

STATE

PRIVATE Companies

OTHERS

RELATIONSHIPS



RELATIONSHIPS

How and what are the relationships?



NGO

COMMUNITY/ Grassroot Org.

TIPO

Funding



Donations



Employees



Colaboration



Users



Norms



OBSERVATION

Field work log

Date:	Time:
Scene: Where, who, what?	
Objectives: Why this scene?	



NEXT STEPS What doubts arose? Where should I deepen?

PRINCIPLES OF DESIGN FOR EVERYONE

Fair use: Access for people with different abilities.

Flexible use: Ability to adapt the space for other uses.

Simple and Intuitive: It includes a wide range of literacy, language skills and languages.

Perceptible information: Present information (graphic, verbal, tactile), visible and readable.

Tolerance to error: Minimize risks and errors, visible warnings.

STANDART SHEET OF CHARACTERIZATION

DESCRIPTION

Important details and characteristics of the museum.

INSTITUTION



MAIL

TYPE



TEL

ORGANIZATION CHART



TEAM



STRUCTURE DRAWING

*It refers to the structure of the organization
**It refers to the decision making at an internal level

CONTACT:



POSITION:



LIFE:



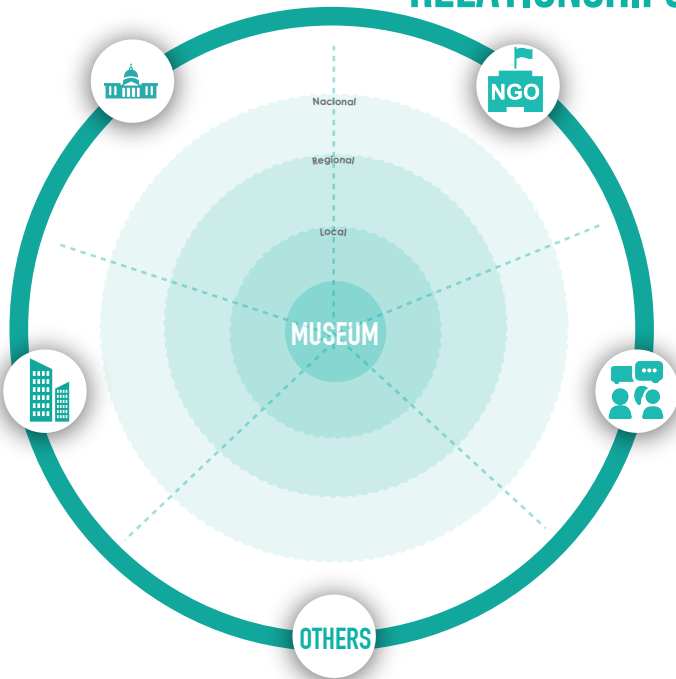
EDUCATIONAL
LEVEL:



AGE:



RELATIONSHIPS



ESTATE

- 1
- 2

PRIVATE / Companies

- 1
- 2

NGO

- 1
- 2

COMMUNITY / Grassroot Org.

- 1
- 2

- 1
- 2

TYPHE



A circle diagram that represents the relationships according to the type of actor was made, distinguishing on the right the type of relationship identified with an icon and placed in the diagram according to the local, regional or international level where it is set. (Use stickers).



FUNCTIONIN DETAILS

SEASONS



SUMMER



WINTER



ALL YEAR

IPENING
HOURS



\$ TICKET

VOLUNTARY
CONTRIBUTION

\$ ANNUAL INCOME

INCOME AND / OR
OPERATING EXPENSES



STATE



DONATIONS



TICKETS



PRIVATES



ANUAL VISITS

OTHERS

%



POBLATION



INDIGENOUS PEOPLE



SETTLERS



PLURIETHNICS

#

Hab.

Paisaje



MOUNTAIN



WETLANDS



LAKES
RIVERS



COAST



FOREST

Productive Activity



AGRICULTURE



FORESTRY



TURISM



SERVICIOS



DRAW
LOCATION

TERRITORY

COLLECTION



INVENTORY



YES / NO

REGISTERED COLLECTION:



LOAN



COMMUNITY



PURCHASE

UNIVERSITY

COMPONENTS



BIBLIOGRAPHY



OTHER OBJECTS



FILM / PHOTOGRAPHIC



NATURAL H.

%



ART



ARQCHITECTURA



ARCHEOLOGY



ETHNIC



INTANGIBLE

Protection of the collections and buildings

LEGAL:



CONSERVATION:



BUILDING



SHOWCASES



HUMIDITY

SOCIAL SUPPORT:



Security



CAMERAS, SURVILLANCE, DOORS

Origins of the museum - Milestones



2020

HERITAGE

Mark with an X



TYPE OF USERS
BY SEASON



BY SEASONS



INDIGENOUS



ELDERLY



EDUCATIONAL



TURISM



GENERAL



EXTENSION



OUTREACH



PREVAILING
SOCIOECONOMIC STATUS



NOTES

COMMUNITY

PHOTOS

