

Regulation on the Establishment and Duties of the National Museum Chairmanship

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FIRST CHAPTER

Objective, Scope, Legal Ground and Definitions

Objective

Article 1 — The objective of this Regulation is to lay down the establishment, organisation as well as duties, authorities and responsibilities of museum chairmanships in museums of national quality.

Scope

Article 2 — This Regulation encompasses the substance of the establishment, organisation, duties, authorities and responsibilities of the museum chairmanship in museums of national quality.

Legal ground

Article 3 — This Regulation was prepared based on clause (b) of Additional Article 2 of the Law on the Conservation of Cultural and Natural Property dated 21/07/1983 and numbered 2863.

Definitions

Article 4 — In the Regulation;

Law shall refer to the Law on the Conservation of Cultural and Natural Property numbered 2863,

Ministry shall refer to the Ministry of Culture and Tourism,

General Directorate shall refer to the General Directorate for Cultural Property and Museums,

Chairmanship shall refer to the Museum Chairmanship,

Chairperson shall refer to the Museum Chairperson,

Museum of National Quality shall refer to service units determined by the Ministry according to the geographical position, content and magnitude of collections, which collect, protect, repair, classify, promote, exhibit national cultural property by means of scientific methods, engage in cultural, educational and scientific activities, institutional relations and in communication and interaction with the society.

Collection shall refer to the cultural property registered in the inventory books of the museum as well as the documents and goods of historical value dating back to the foundation of the Republic of Turkey, all personal belongings, documents, books, scripts, etc. movable property of Mustafa Kemal Atatürk,

Antiquity: Movable cultural property.

Establishment

Article 5 — In museums of national quality, a museum chairmanship affiliated to the General Directorate shall be established. The museum chairmanship shall consist of the museum chairperson, museum director, operational director and affiliated services as well as the museum board.

Museums of national quality as well as affiliated museums shall be determined by the Ministry.

Services shall be set up as the lowest units with the view of more efficient and rapid execution of services in museum and operational directorships. The Ministry shall be authorized to increase, remove or change the directorship of services depending on the requirements of service.

SECOND CHAPTER

Duties and Authorities of the Museum Chairmanship

The Museum chairperson and his/her duties

Article 6 — The museum chairperson shall be appointed by the Ministry from among graduates of the departments of universities that provide four-year education in archaeology, art history, anthropology, ethnology, economics, business administration, public administration and who have worked as civil servants for ten years in total and at least two years in the Ministry.

The museum chairperson shall be the highest-level official of the chairmanship and represent the museum chairmanship.

The chairperson of the museum shall be in charge of performing the tasks assigned to him/her in this Regulation in line with the directives, objectives and policies, annual programmes and legislation of the Ministry, performing coordination and control tasks during the activities of the chairmanship, representing the museum at the level of national and international institutions and organisations and be accountable to the General Directorate.

The chairperson of the museum shall assess demands for the short-term use of museum spaces not exceeding one year and take decision to have them utilized for the activities they find appropriate among those with social, cultural and touristic themes or educational purpose.

The museum chairperson shall take the necessary steps to ensure more efficient and rapid execution of services.

Museum director and his/her tasks

Article 7 — The museum director shall be appointed by the Ministry from among graduates of the departments of universities providing four-year education in archaeology, prehistory, art history, ethnology, anthropology, Sumerology, Hittitology, classical philology, classical oriental languages, history and who have worked as public servants for eight years in total and at least two years in the Ministry.

The museum director shall be in charge of executing museum administration activities, the tasks assigned by the Law and this Regulation and other tasks assigned by the Chairmanship in line

with the legislation and instructions, ensuring the coordination and control of services and employees affiliated to the directorship and shall be accountable to the chairperson.

Operational director and his/her tasks

Article 8 — The operational director shall be assigned by the Ministry from among graduates of the departments of universities providing four-year education in public administration, law, business administration, economics and financial studies and who have worked as public servants for eight years in total and at least two years in the Ministry.

The operational director shall be in charge of conducting the operational activities of the chairmanship, carrying out the tasks assigned by the Law and this Regulation as well as other tasks assigned by the chairmanship in line with the legislation and instructions, ensuring the coordination and control of the service and employees affiliated to the operational directorship and shall be accountable to the chairperson.

Museum board

Article 9 — The museum board shall consist of at least two members of faculty from the relevant departments of universities where the museum is located, non-governmental organisations, professional chambers and one representative from each of the municipalities as well as at least seven people selected by the Ministry from persons that donated to the museum. The museum board shall elect a chairperson from among its members.

Prerequisites for being a board member shall be: not having been imprisoned for more than six months or convicted of crimes committed against the State, infamous crimes such as simple and qualified embezzlement, corruption, bribery, burglary, swindling, forgery, abuse of faith, feigned bankruptcy or fraudulent acts in official tender and trading transactions, disclosing Government secrets, despite being pardoned with the exception of illegality or crimes of negligence as well as sentences converted to sanctions that are alternative to short term imprisonment or that have been postponed. The membership of board members with finalized convictions for these crimes detected during their membership shall be terminated by the Ministry.

The museum board shall draft a regular report every year pertaining to the functioning of the museum. The Ministry shall be obliged to assess these reports.

The tenure of board members shall be three years. The members whose tenures have expired may be re-elected. New members shall be elected in the place of those whose membership ended before the end of their tenure.

The secretarial services of the Museum Board shall be executed by the Chairmanship.

Duties of the museum board

Article 10 — The museum board shall execute the following tasks:

a) To provide opinion on issues of spatial, physical and thematic improvement, protection and development of vision, antiquity, collections and promotion and exhibition to constitute the basis for the annual and five-yearly conservation and development project to be prepared by the museum chairmanship.

b) To control the implementation within the scope of conservation and development projects, to submit proposals to the Chairmanship on the elimination of obstacles faced during the project implementation as well as the measures to be taken.

c) To promote the museum and to provide assistance for the organisation of activities at the social and institutional level so as to promote the museum by cooperating with non-governmental organisations.

d) To collect donations for the museum and to oversee that the collected donation is used in line with the intended purpose.

e) To present the award of honorary museum friend to persons deemed appropriate among museum volunteers aiding the museum in kind, in cash and physically, to issue to donors of the museum membership cards for free access to the museum.

f) To provide opinion on the decisions of the Ministry regarding the short-term use of museum spaces that does not exceed one year.

g) To submit proposals to the Chairmanship for the election of new members replacing those that quit the board membership.

Formation of service chieftaincies

Article 11 — Archaeologists and museum researchers shall be appointed in charge of services mentioned in this Regulation to be affiliated to the museum directorship and chiefs shall be appointed in charge of services to be affiliated to the operational directorship. In cases, where these cadres are not sufficient, the person in charge shall be determined from among the personnel working in the service depending on his/her status of education and seniority.

The services shall conduct activities related to other Ministry units or institutions over the Chairmanship and submit proposals for having such services conducted.

Services shall be formed in peripheral museums affiliated to the Ministry as deemed appropriate. A sufficient number of employees shall be assigned to work in affiliated museums that are administered as civil service units and do not have a directorship cadre.

The service chiefs and coordinators shall also perform other tasks assigned by the Ministry in addition to the tasks mentioned in this Regulation and supervise the proceedings and activities of the personnel.

Services affiliated to the museum directorship and their tasks

Article 12 — The services affiliated to the museum directorship and their tasks shall be as follows:

a) Inventory service:

1) To carry out activities such as acquisitions for museums, classification, registration, making the inventory, catalogue card arrangement and recording of movable cultural property.

2) To record in the inventory book the movable cultural property qualified to be admitted into museums within one month at the latest.

3) To classify the antiquities that do not qualify for museums but are under protection for study with labels indicating their mode, place and time of admission to the museum, and to store them separately.

4) To make scientific research on the antiquities at the museum, to issue catalogue cards with two copies for each and photos, to prepare data to be benefited from in other services like promotion and education, to make proposals to complete missing antiquities in the collection, if any.

5) To participate in commissions on issues like counting, transfer and receipt and evaluation of antiquities at museums.

6) To take the photos of all antiquities to constitute the basis for inventory records and to make sure that a regular photo archive be established and to keep records of the photo archive.

7) To carry out activities such as taking photos of excavations, research and identification and registration.

8) To conduct activities like exhibition, conservation, restoration, maintenance, cleaning and storage of movable cultural property in the museum collection.

9) To ensure the establishment of a laboratory at the Chairmanship, procurement of all kinds of machinery, tools and equipment that may counter any adverse change in the physical, chemical and biological features of antiquities.

10) To constantly monitor the integrity of the antiquities and the compliance of the warehouse of antiquities with storage conditions, to perform conservation and restoration where necessary, to make sure that the necessary protection measures are taken at the warehouses for antiquities, to ensure facility of finding in the warehouses of antiquities, to classify, to arrange the list of antiquities according to their classification or to keep the auxiliary book of the warehouse.

b) Exhibition service:

1) To prepare an exhibition plan with inventory numbers by taking into consideration characteristics such as the period the antiquities in the museum collection pertain to, their folkloric function, their specific make, etc. and to arrange them in the exhibition space according to the plan.

2) To renew the exhibited antiquities once every six months based on the exhibition plan.

3) To cooperate with the education service and to organise additional exhibitions taking into account the opinions of the museum visitors.

4) To cooperate with other museums and make sure that temporary exhibitions are organised among museums.

5) To escort groups making scientific research, private visitors or persons taking films and photos with a special permission, if they are assigned to perform this task.

c) Registration and control service:

1) To carry out proceedings regarding requests made by the Ministry, regional councils for conservation or other institutions and organisations for examination and research in the museum or region, to carry out identification activities on the immovable cultural and natural property within the scope of the Law and to prepare the documents and reports required for registration.

2) To survey the area subject to treasure-hunting requests, to represent the Ministry and head the excavation in permitted treasure-hunting excavations.

3) To perform necessary proceedings related to registered antiquity trading, collection of cultural property and special museums and execute documentation and control activities and participate in expertise commissions.

d) Education and library studies service:

1) To take the necessary measures for the in-service and professional training of the personnel, to prepare and implement the training plan.

2) To develop and implement professional training programmes in line with the standards of the International Council of Museums (ICOM), to cooperate in this regard with the relevant departments of universities, to follow professional publication and to inform professional personnel on innovations and developments.

3) To inform the entire personnel on museum and museum administration, to prepare a plan and programme for them to learn about the museum materials and to provide training within the scope of this plan and programme.

4) To announce regularly museum publications, legislative amendments, news and articles to the personnel and to inform them on implementation changes, if means allow, to publish these in a periodical bulletin of the chairmanship.

5) To prepare an awareness-raising and information programme targeting the conservation and popularization of cultural property and to make sure that it is implemented by public or private institutions, organisations or communities like schools, universities, non-governmental organisations, to make sure that lessons on this subject are taught periodically especially by way of cooperation with schools.

6) To make sure that necessary measures are taken and implemented in order to encourage and foster academic studies and professional research by the personnel.

7) To act as the project coordinator of the chairmanship, to generate projects on museum and museum administration or encourage the personnel to generate projects and to ensure implementation of these projects.

8) To register and classify books at the library of the Chairmanship, to prepare catalogue cards for books and articles, to make sure that books and periodicals are bound.

9) To follow periodicals by recording them on their cards, to complete the missing ones and to bind and record the ones the volumes of which are complete.

10) To assist readers and researchers in benefitting from the library.

11) To lend books to the personnel under the conditions to be determined by the administration.

12) To perform the annual count of books and to draft their count and summary charts.

13) To perform the maintenance of books in the library and to keep the library tidy, clean and well maintained.

Services affiliated to the operational directorship and their tasks

Article 13 — The services affiliated to the operational directorship and their tasks shall be as follows:

a) Personnel and documentation service:

- 1) To perform proceedings related to the Chairmanship personnel such as appointment, personal rights, retirement, etc. and healthcare services for the personnel and their families.
- 2) To make sure that dated documents are processed on time and that incoming letters and messages are conveyed to the Chairmanship, to announce the orders and directives of the chairmanship to the relevant parties, to conduct general documentation services, archiving, recording, follow-up and distribution.
- 3) To conduct document archiving services.

b) Budget and accounting service:

- 1) To deliver the budget and financial services of the Chairmanship, to draft the accrual documents of the expenses, to prepare the budget proposal for the next year, to make preparations for tender within the scope of the tender legislation and to procure, lease or receive by donation goods and services needed by the chairmanship, to transfer revenues belonging to the Central Directorate of the Revolving Funds to the relevant accounts.
- 2) To make sure deduction like tax, insurance premiums, etc. are made on time and transferred to the relevant accounts.
- 3) To conduct proceedings regarding official goods, to keep the necessary fixture records, to deliver the fixtures that were processed duly to the person to be answerable for them and to keep their documents in the file of this person.
- 4) To conduct proceedings related to the warehousing of official goods, to make sure that necessary measures are taken for the storage of official goods under safe and healthy conditions.
- 5) To keep the fixture records of the antiquities in line with the data prepared by the inventory service.
- 6) To safe-keep the cultural property submitted to the museum for evaluation and to issue a serially numbered reception document indicating the safekeeping, where the received objects are briefly described and to preserve it in a suitable location.
- 7) To conduct the budget and accounting proceedings in line with the procedures and substance of the accounting legislation public administrations are subject to and to keep the necessary records, to abide by the procedures and substance determined by the Court of Accounts and the procedures and substance laid down in the accounting legislation during the preparation of book and account documents and their submission to the Court of Accounts and relevant administrations.

c) Promotion and marketing service:

- 1) To promote the museum and museum administration activities, to organise activities in order to popularise museums and to draw society closer to the museum, to cooperate to this end with public institutions and organisations, non-governmental organisations, universities, schools, private

schools, courses, companies with a high number of employees, trade unions, foundations, associations and similar communities.

2) To cooperate with tourism companies and chamber of tourist guides or directly with guides in order to make sure that tourists arriving to the region are guided to the museum, to use the promotional possibilities of the municipality, governorship and private and public institutions and organisations in the relevant region to make attempts to introduce the museum to local and foreign tourists at specific intervals, to make sure that the museum is correctly and comprehensively promoted at tourism information offices.

3) To cooperate with local or national press, to make sure that programmes like news, documentaries, articles, serial articles are broadcast/published for the promotion of the museum, to prepare the necessary materials in this regard and assist press organisations.

4) To make sure that all kinds of measures are taken to inform visitors of the museum and for their convenient enjoyment of the museum and security, to create and implement strategies for visitor satisfaction.

5) To safeguard the operation of commercial units like kiosks, cafeterias, museum stores and to perform their control; if they are operated by the personnel, to make the necessary research in order to generate and implement projects aimed at operation of these according to the profitability principle and trade rules so as to obtain the highest productivity, at expanding enterprises and developing operational strategies.

d) Security Service: The security service shall consist of guards, security officials and watchmen, if available.

1) To protect the chairmanship service building internally and externally continuously based on a 24-hour duty.

2) To make sure that the civil defence plan and the special instruction for protective security is prepared and implemented, to take and implement security measures as required by the Regulation on the Protection of Buildings Against Fire published in the Official Gazette dated 26/07/2002 and numbered 24822, Civil Defence Plan, Special Instruction for Protective Security and other legislative provisions.

3) To ensure security of visitors and employees, to inform the administration, police department or fire brigade officials, if a fire, sabotage or judicial incident occurs at the site of duty and to intervene in the incident according to the procedure until the arrival of the police or fire brigade at the incident scene and to take under protection the relevant persons, evidence and the incident scene.

e) Technical service:

1) To undertake or delegate works related to the heating, cooling, lighting, ventilation, irrigation, power, water supply etc. installations of the chairmanship service building and garden, as well as the repair and maintenance and civil works regarding the fixture, tools and equipment used in these installations.

2) To undertake or delegate cleaning and landscaping works of the building and its surrounding.

3) To ensure procurement of goods and services by identifying and making research in relation to construction, repair and maintenance that cannot be done with the means of the chairmanship and the materials to be used in the repair and maintenance.

THIRD CHAPTER

Books, Security Measures and Control regarding Museums

The books required to be kept at the museum

Article 14 — The Chairmanship shall keep the following:

- a) Essential book for fixtures and fittings,
- b) Inventory books for antiquities (dedicated for archaeological and ethnographic antiquities as well as coins)
- c) Notebook for recording books,
- d) Inspection book,
- e) Incoming documents recording book,
- f) Outgoing documents recording book,
- g) Book of answerable documents,
- h) Book of answerable mails,
- i) Book of budget expenses and payment orders,
- j) Book of advance payments for paymasters
- k) Book of cadres and salaries,
- l) Book of warehouse for consumables.

Open for visitors on holidays

Article 15 — The museums and their affiliated units shall be open for visits on holidays. For this purpose, a sufficient number of employees shall be on overtime.

The museums shall be closed until noon on the first day of religious holidays.

The charts indicating the days and hours of overtime shall be drafted in advance on a monthly basis by the museum administrations and announced to the personnel. The name of the administrator on the holiday shift shall also be demonstrated on these charts.

The days and hours during which the national museums shall be open or closed to visitors shall be determined and changed by the Ministry.

Authority and responsibility

Article 16 — The chairperson shall be authorized to arrange for the proceedings and activities of the Chairmanship units as well as other issues, to sign all kinds of documents, decisions or expenditure documents within the limits specified by the Ministry. The Chairperson and other administrators may delegate some of their authorities to their subordinates, on the condition that they determine the limits in written and open manner. The delegation of authority shall not remove the responsibility of the delegating administrator.

Every level of administration in the Chairmanship shall be accountable to one level higher for carrying out the services or duties they are obliged to carry out in line with the legislation, instructions, plans and programmes.

Personnel such as chiefs, public servants, warehouse officials, stenographers, technicians, assistant technicians, drivers, security officials, watchmen, fire-fighters, gardeners, cooks, janitors and similar shall be in charge of carrying out all the tasks assigned to them according to the legislation and the division of labour determined by the administration and all the works to be done by the civil service class and they shall be accountable to their register and discipline administrators in performing their tasks.

Security measures

Article 17 — The below mentioned precautions shall be taken for the security of the antiquities and other inventory at the museum:

a) The keys to museum exhibition halls, showcases and warehouses shall be kept in a sealed cabinet or safe under the responsibility and preservation of the director or assistant director, in cases where the vice director is not available, an expert to be determined by the director.

These showcases and the warehouse doors shall be sealed and closed and opened by protocol by an official to be assigned to this task by the director under the lead of the expert in charge of these showcases and warehouses. In cases where it is obligatory, the exhibition halls, warehouses and showcases shall be opened and closed by a commission. This proceeding shall be protocolled.

The keys to offices shall also be preserved in a separate cabinet under the responsibility of an employee to be determined by the director.

b) No antiquities without the permission of the Ministry and no inventory without the permission of the Chairmanship can be taken out of the museum.

c) In the service building of the chairmanship, the work offices of the personnel shall be as detached as possible from the exhibition hall and warehouses and entrance to the personnel offices shall be through a separate door. Following the closure of the museum, only museum personnel on duty shall be present in the museum section. In cases where it is obligatory, it is possible to enter the museum in the accompaniment of an official on duty, on the condition that it is protocolled and the necessary security measures are taken and permission is granted by the chairperson or museum director. For personnel required to be at work outside working hours, permission shall be received from the Chairmanship in writing entailing the justification and duration of work.

d) Provided that adequate security measures are taken in the warehouses of antiquities and exhibition halls, the meeting hall, garden, canteen and similar places may also be kept open following the closure of the museum upon permission granted by the Chairmanship throughout the specified duration.

e) No antiquities admissible to museums may be given to employees for safekeeping in return for debit whose candidacy has not been removed and who are members of the auxiliary services class. In compulsory circumstances, it shall be proceeded according to authorization and view of the Ministry.

Control

Article 18 — All kinds of personnel, activities, proceedings, documentation and calculations pertaining to museum chairmanships shall be controlled by the Ministry, General Directorate and other institutions authorized for control.

Regulatory Authority

Article 19 — The Ministry shall be authorized to make all kinds of secondary regulations to ensure the implementation of this Regulation.

The procedures and substance relating to the use of the donations collected by the Board shall be determined by the Ministry separately.

FOURTH CHAPTER

Miscellaneous and Final Provisions

Matters for which no provisions are available in the regulation

Article 20 — In matters for which no provisions are available in this Regulation, the relevant provisions of the Regulation on Internal Services of Museums shall be implemented, unless other subsidiary regulations are drafted by the Ministry.

Provisional Article 1 — Until the creation of museum operational directorship cadres, the tasks of museum operational directorship shall be executed by the personnel qualified for appointment to this position.

Enforcement

Article 21 — This Regulation, which has been prepared by receiving the opinions of the Ministry of Finance and the Court of Accounts, shall be put into force on the date of its publication.

Execution

Article 22 — The provisions of this Regulation shall be executed by the Minister of Culture and Tourism.