



Irish Museum of Modern Art

Freedom of Information Act 1997
Section 16 Reference Book

RULES AND PRACTICES

1 June 2002

Preamble

- (a) “The rules, procedures, practices, guidelines and interpretations used by the body, and an index of any precedents kept by the body, for the purposes of decisions, determinations or recommendations under or for the purposes of any enactment or scheme administered by the body with respect to rights, privileges, obligations, penalties or other sanctions to which members of the public are or may be entitled or subject under the enactment or scheme”, and
- (b) “Appropriate information in relation to the manner or intended manner of administration of any such enactment or scheme.”

This Reference Book details the rules, practices etc. of the Irish Museum of Modern Art in relation to any enactment or schemes to which Section 16 of the Act applies.

A guide to IMMA's functions and information held by the Irish Museum of Modern Art has been separately published:

*Freedom of Information Act, 1997–Section 15 Reference Book:
Functions and Records of the Irish Museum of Modern Art*
and is available from

Irish Museum of Modern Art
The FOI Executive
Military Road
Kilmainham
Dublin 8
Telephone: +353 1 6129900
Fax: +353 1 6129999

It is also intended to make both the Section 15 reference book and this Section 16 reference book available to the public on the IMMA Web-site at: www.modernart.ie

FREEDOM OF INFORMATION REQUESTS

Under the FOI Act, anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right to:

- access to records held by the Irish Museum of Modern Art;
- correction of personal information relating to oneself held by IMMA where it is inaccurate, incomplete or misleading;
- access to reasons for decisions made by IMMA directly affecting oneself.

The following records come within the scope of the Act:

- all records relating to personal information held by IMMA irrespective of when created;
- all other records created from commencement date 21 April 1998;
- all other records necessary to the understanding of a current record.

The Irish Museum of Modern Art will comply fully with the provisions of the *Freedom of Information Act, 1997*.

All FOI requests will be co-ordinated by the FOI Manager and Decision Maker. In processing FOI requests, the Irish Museum of Modern Art will follow guidelines set out in IMMA's FOI Manual (based on the FOI Manual issued by the FOI Central Policy Unit of the Department of Finance). For further information, contact:

The FOI Executive
Irish Museum of Modern Art
Military Road
Kilmainham
Dublin 8
Ireland
Telephone: +353 1 6129900
Fax: +353 1 6129999
e-mail: foi@modernart.ie

Note: The Irish Museum of Modern Art is obliged to respond to the request within 4 weeks.

FOI requests, i.e. applications for information under the Freedom of Information Act, should be addressed to:

The FOI Executive
Irish Museum of Modern Art
Military Road
Kilmainham
Dublin 8
Ireland
Telephone: +353 1 6129900
Fax: +353 1 6129999
e-mail: foi@modernart.ie

Applications should be in writing and should indicate that the information is being sought under the Freedom of Information Act.

If information is desired in a particular form, i.e. photocopy, computer disk etc., this should be mentioned in your application.

Please give as much information as possible to enable the staff of IMMA to identify the record.

If you have difficulty in identifying the precise records that you require, the staff of IMMA will be happy to assist you in preparing your request.

CUSTOMER COMPLAINTS

The **Ombudsman's Guide to Internal Complaints Systems** states that, as a working definition, a complaint might exist where:

“a decision or action is taken which relates to the provision of a service or the performance of a function which, it is claimed, is not in accordance with the rules, practice or policy of the organisation or the generally accepted principles of equity and good administrative practice, and which adversely affects the person concerned”.

If a Complaint Arises

Staff will try to resolve complaints quickly and politely at point of contact. If the matter is not resolved to your satisfaction at local level please write to:

Philomena Byrne
Director (Acting)
Irish Museum of Modern Art
Military Road
Kilmainham
Dublin 8
Telephone: +353 1 612 9900
Fax: + 353 1 612 9999
e-mail: philomena.byrne@modernart.ie

Who will

- Acknowledge receipt of your complaint **within 5 working days** advising you of the named officer who will be handling your complaint
- Complete the processing of your complaint **within 20 working days**. Where it is not possible to meet this target for completion, the Irish Museum of Modern Art will issue interim letters, updating you on progress.
- Where your complaint is upheld, apologise to you and, where possible, try to rectify the situation immediately
- Where your complaint is not upheld, explain our reasons to you and advise you of your right of appeal to the Ombudsman.

All complaints will be treated in confidence.

Contracts For Services and Supplies

The Irish Museum of Modern Art complies fully with the requirements set out in the Department of Finance's publications entitled:

- *An Outline of Government Contract Procedures and*
- *Public Procurement*

Which are available from:

Government Publications Sales Office,
Sun Alliance House,
Molesworth Street,
Dublin 2

or
Government Publications Postal Trade Division,
4/5 Harcourt Road,
Dublin 2.
Fax (01) 478 0645.

Payment of Accounts

The Irish Museum of Modern Art complies fully with the requirements of the *Prompt Payment of Accounts Act, 1997*.

PROGRAMMES AND GENERAL PRACTICES

Exhibitions

The Museum's exhibitions programme presents major historical figures juxtaposed with the work for younger contemporary artists to create a debate about the nature and function of art and its relationship with the public. The Museum's exhibitions policy is focused on exhibiting primarily the work of living artists. It originates most of its programmes and events but also collaborates with a network of galleries and museums in Ireland and elsewhere.

The Museum works to the highest international standards collaborating as equal partners with prestigious artists and institutions world wide.

The emphasis is on showing original, sometimes contested work and exploring new ways of experiencing art. The balance of temporary exhibitions, on and off-site, ensures a diverse programme, and challenging experiences for the public.

There are no quotas with regards to artists or works exhibited.

The Collection

The Collection of the Irish Museum of Modern Art, which comprises some 4,500 works, has been developed since 1990 through purchase, long-term loans and donations as well as by the commissioning of new works. The Museum purchases the work of living artists, but accepts loans and donations of more historical art objects with a particular emphasis on work from the 1940s onwards.

The permanent collection reflects some of the most exciting trends in Irish and international art of the 1990s with paintings by Sean Scully, Pat Steir and Brian Maguire, photoworks by Gilbert and George, Marina Abramoviæ, Willie Doherty and Paul Seawright, video work by Gillian Wearing and Marie Jo LaFontaine, installations by Ilya and Amelia Kabakov and Vong Phaophanit and sculpture by Dorothy Cross, Kathy Prendergast and Stephan Balkenhol. Loans to the Collection range from recent British sculpture in the Welkunst Collection to a body of work by self-taught artists in the Musgrave Kinley Outsider Collection.

Education and Community Programme

The Museum organises an extensive range of programmes designed to create and increase access to the visual arts, as well as engagement in their meaning and practice. These programmes operate on many levels - in research projects in association with museums and arts organisations nationally and internationally, with community-based programmes within the local catchment area, with primary school

projects with the Department of Education and Science and with adult education and youth sectors. The general public can access a broad cross-section of lectures, seminars and artists' talks, can meet with artists on the Artists' Work Programme and access the exhibitions through the gallery-based *Explorer 1* programme.

Artists' Work Programme

The Museum's studio/residency programme, the Artists' Work Programme, has hosted over 130 artists since it began in 1994. The Work Programme operates in eight studios in renovated coach houses beside the main Museum building. Three self-contained apartments and five spacious bedrooms in the Flanker Building provide living accommodation for the studios.

The programme is open to applications from artists working in all disciplines and of all nationalities. Artists participating in the programme are asked to make themselves as available as possible to meet with visitors to the Museum, providing access to the process of making art and giving the public an additional layer of experience to that available in the Museum's galleries. There are slide talks, studio visits, panel discussions and open days organised around the residencies, all of which are free and open to the public.

The Work Programme is programmed on the basis of applications selected from submissions by artists to twice-yearly deadlines - the 31 March and 30 September each year.

National Programme

The National Programme is designed to make the assets, skills and resources of the Museum available to centres outside Dublin. Through the lending of exhibitions and the development of collaborative projects with other organisations, the National Programme establishes the Museum as inclusive, accessible and national. The exhibitions and other events which make up the programme, are devised and organised in partnership with local venues and groups, who are encouraged to establish a familiarity and dialogue with the Museum.