

# Requirements for licensing standards for large and small private museums in the Kingdom

| I  | Standards & Requirements                                                                                                                                                                   | Earned Rank |          | Museum Classification |               |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|-----------------------|---------------|
|    |                                                                                                                                                                                            | Accepted    | Rejected | Private/Large         | Private/Small |
| 1  | The museum's name should be appropriate and should not include the names of prophets, messengers, successors or kings, or any names that the Museums Commission does not deem appropriate. |             |          |                       |               |
| 2  | The aim of the museum is to serve the public interest.                                                                                                                                     |             |          |                       |               |
| 3  | The museum is a permanent entity with a long-term purpose.                                                                                                                                 |             |          |                       |               |
| 4  | The type and purpose of the museum should be clearly identified.                                                                                                                           |             |          |                       |               |
| 5  | The museum is located in an easy-to-access area for visitors.                                                                                                                              |             |          |                       |               |
| 6  | Private and separate entrance to the museum.                                                                                                                                               |             |          |                       |               |
| 7  | Suitable parking for visitors' cars and buses.                                                                                                                                             |             |          |                       |               |
| 8  | Appropriate air conditioning inside the museum, and appropriate temperature and humidity.                                                                                                  |             |          |                       |               |
| 9  | Appropriate display methods showing the collections inside the museum.                                                                                                                     |             |          |                       |               |
| 10 | The museum halls are fully lit and the sunlight is controlled.                                                                                                                             |             |          |                       |               |
| 11 | Accessibility requirements for people with special needs should be completed inside the museum.                                                                                            |             |          |                       |               |
| 12 | The name of the museum should be displayed on the outside of the building in both Arabic and English, provided that it is not less than one square meter.                                  |             |          |                       |               |
| 13 | Working hours and ticket prices should be displayed on the outside of the building in Arabic and English, provided that they are not less than one square meter.                           |             |          |                       |               |
| 14 | Indicative panels inside the museum indicating the facilities in Arabic and English.                                                                                                       |             |          |                       |               |
| 15 | Options for retail stores and restaurants inside or outside the museum.                                                                                                                    |             |          |                       |               |
| 16 | The director of the museum is a Saudi national who is qualified to manage the museum.                                                                                                      |             |          |                       |               |
| 17 | Identification cards to provide information on all the collections displayed inside the museum in both Arabic and English.                                                                 |             |          |                       |               |
| 18 | Pest control by implementing IPM best practices.                                                                                                                                           |             |          |                       |               |
| 19 | Protection plan in the event of any unexpected incidents, such as (indicative emergency exit signs).                                                                                       |             |          |                       |               |
| 20 | The museum has a website.                                                                                                                                                                  |             |          |                       |               |
| 21 | The museum has a platform for selling tickets on its website.                                                                                                                              |             |          |                       |               |
| 22 | The museum has a presence on a social media platform such as Instagram, Facebook or Twitter.                                                                                               |             |          |                       |               |

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|    |                                                                                                                                                                                                                                          |  |  |  |  |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| 23 | Not displaying any pieces that may contradict Islamic law or any person, country or entity.                                                                                                                                              |  |  |  |  |
| 24 | Pieces displayed in the museum should not be of a tribal or regional tendency.                                                                                                                                                           |  |  |  |  |
| 25 | The work in the museum is limited to Saudis only, and no expatriate is able to practice work except for service jobs.                                                                                                                    |  |  |  |  |
| 26 | Government documents, whether originals or copies should not be displayed, and no documents or photos thereof should be kept without prior approval of the National Center for Documents and Archives.                                   |  |  |  |  |
| 27 | Historical documents related to the Kingdom of Saudi King Arabia, whether originals or copies should not be displayed, and no documents or photos thereof should be kept without prior approval of the King Abdul Aziz Foundation.       |  |  |  |  |
| 28 | The museum is open all days, especially on weekdays.                                                                                                                                                                                     |  |  |  |  |
| 29 | The museum's total area is not less than (1000) square meters.                                                                                                                                                                           |  |  |  |  |
| 30 | The museum's total area is not less than (100) square meters.                                                                                                                                                                            |  |  |  |  |
| 31 | The museum building is intact and in good condition.                                                                                                                                                                                     |  |  |  |  |
| 32 | Cleanliness is a general rule in all museum facilities.                                                                                                                                                                                  |  |  |  |  |
| 33 | Prayer Room for men with all its contents in good condition                                                                                                                                                                              |  |  |  |  |
| 34 | Prayer Room for women with all its contents in good condition                                                                                                                                                                            |  |  |  |  |
| 35 | Men's toilet in good condition.                                                                                                                                                                                                          |  |  |  |  |
| 36 | Women's toilet in good condition.                                                                                                                                                                                                        |  |  |  |  |
| 37 | Preserving the collections of the museum/securing a place inside the museum to carry out the restoration of the collections.                                                                                                             |  |  |  |  |
| 38 | Preserving the collections of the museum/ using appropriate restoration tools and techniques.                                                                                                                                            |  |  |  |  |
| 39 | Preserving the collections of the museum/Keeping record for all restoration processes of the museum's collections.                                                                                                                       |  |  |  |  |
| 40 | Acquiring the collections of the museum/securing a clean and suitable place inside the museum to protect the collections from wear and tear, storing and keeping them out of natural light and providing them with suitable temperature. |  |  |  |  |

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