eesti statistika

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Questionnaire manual: Museum

Questionnaire code: 12292024   Submitted in: 15.03.2024, data for 2023

Periodicity: Annual

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Please make sure that you enter data in the correct cell. If you enter alphabetical characters in a number field, a corresponding error message is displayed. In the case of some fields, logic (arithmetic) checks have been applied to prevent data entry mistakes. If there is a conflict in the entered data or they conflict with prefilled data, an error message appears when the table is checked. In the case of errors, review the data carefully and make corrections.

After correcting the data, save changes and check the questionnaire again. If there are no more mistakes, confirm and submit the data by clicking "Confirm" on the last page of the questionnaire. You will be displayed a message that the data have been submitted successfully. If you have any questions, please contact Statistics Estonia's customer service either by phone at +372 625 9300 (Mon–Thu 8:30–16:30, Fri 8:30–15:30) or by e-mail at klienditugi@stat.ee.

DATA COLLECTED WITH THE QUESTIONNAIRE

Table 2. MUSEUM OBJECTS AND PUBLICATIONS (not filled in by branch museums)

It is assumed here that the museum has also registered the collection(s) of its branch(es).
In order to avoid duplication, the museum branch does not separately indicate the number of museum objects and the number of publications.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
1 / 1	Number of museum objects – total *	MUS_07_8_1	Number of museum objects – total	Positive integer	
2 / 1	Number of museum objects – on display *	MUS_07_8_3	Number of museum objects given on the basis of legal instruments to be displayed on or outside museum premises.	Positive integer	
3 / 1	Number of museum objects – described in the web *	MUS_20_25	The number of museum objects described on the web. For users of the Estonian Museum Web Gate (MuIS), minimally a brief description of the item and background information. Include also the museum objects described on the museum's website and the objects entered in AIS.	Positive integer	
4 / 1	Number of museum objects – available in the web, with a digital image *	MUS_20_26	The number of museum objects with a digital image available in the web. Include also the museum objects described on the museum's website and the objects entered in AIS.	Positive integer	
5 / 1	Number of publications – scientific publications *	MUS_12_16_2	Scientific publication – a research paper published at the initiative of the museum. The Estonian Research Information System's classification of research can be used for identifying the scientific publications (https://www.etag.ee/teaduskirjastused/publikatsioonide-juhend/Publikatsioonide%20klassifikaator_juhend_2014.pdf). If there are several research papers published in one collection, the number of articles is considered.	Positive integer	
6 / 1	Number of publications – printed publications *	MUS_12_16_3	Printed publications – catalogues, collections. Promotional publications (e.g. information leaflets, postcards, posters, etc.) and scientific publications are not printed publications.	Positive integer	

Table 3. EMPLOYEES (not filled in by branch museums)

Do not include persons you do not pay labour taxes for as employees, i.e. contracts for the purchase of services with legal persons should not be counted here. If a self-employed person has a contract of services on which labour taxes are paid, please include him/her as an

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employee (and his/her wages as labour costs).Number of posts as at the end of the year.Cultural employee – a person who works in a position that requires higher education, qualification or specific professional knowledge, whereas the professional knowledge and competence can be considered equivalent to higher education or qualification.

Cultural employees include persons involved in marketing, graphic design, archiving and digitisation (according to the main task of the institution). If the position involves different responsibilities (according to the main task of the institution as well as supportive ones), their distribution is used to determine whether a person is a cultural employee (50% or more content tasks). Cultural employees are also tour guides, researchers, project managers and curators of exhibitions working on the basis of contracts. Cultural employees are not the head (managers) of the institution and support staff whose tasks include information and documentation management, personnel management, financial management, accounting, IT tasks, general management, etc.
If filled in online, rows 1, 4 and 8 are calculated automatically, which is visible after saving.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
2 / 1	Number of employees in full-time equivalents – cultural workers *	MUS_20 _12	Total number of cultural workers employed by the museum in full-time equivalents at the end of the reference year. All cultural workers, regardless of the type of employment contract, are included.	Positive real number (0,2)	
3 / 1	Number of employees in full-time equivalents – other employees *	MUS_20 _13	Number of all other employees, excluding cultural workers, employed by the museum in full-time equivalents at the end of the reference year. All other employees, regardless of their type of employment contract, are included.	Positive real number (0,2)	
5 / 1	Number of employees with an employment contract – cultural workers *	MUS_20 _14	Number of cultural workers employed under employment contract as at the end of the reference year, regardless of the workload.	Positive integer	
6 / 1	Number of employees with an employment contract – cultural workers with a doctor's degree *	MUS_20 _15	Number of cultural workers with a doctoral degree employed under employment contract as at the end of the reference year, regardless of the workload.	Positive integer	
7 / 1	Number of employees with an employment contract – other employees *	MUS_20 _16	Number of all other workers employed under employment contract, excluding cultural workers, as at the end of the reference year, irrespective of the workload.	Positive integer	
9 / 1	Number of employees working under other contracts – cultural workers *	MUS_20 _17	Number of cultural workers employed under other contracts of the law of obligations (e.g. contract for services, authorisation contract) during the reference year, regardless of the workload. This refers to all cultural workers who, during the reference year, have worked for the museum under some other contract (excluding employment contract).	Positive integer	
10 / 1	Number of employees working under other contracts – cultural workers with a doctor's degree *	MUS_20 _18	Number of persons with a doctoral degree employed under other contracts of the law of obligations (e.g. contract for services, authorisation contract) during the reference year, regardless of the workload. This refers to all cultural workers with a doctoral degree who, during the reference year, have worked for the museum under some other contract (excluding employment contract).	Positive integer	
11 / 1	Number of employees working under other contracts – other employees *	MUS_20 _19	Number of all other persons employed under other contracts of the law of obligations (e.g. contract for services, authorisation contract) during the reference year, regardless of the workload. This refers to all other persons, excluding cultural workers, who, during the reference year, have worked for the museum under some other contract than employment contract.	Positive integer	
12 / 1	Number of unpaid volunteers *	MUS_14 _20	Unpaid volunteers, excluding persons who have only assisted on single events such as museum nights. Number of volunteers during the year, regardless of their workload.	Positive integer	

Table 4. INCOME, EXPENDITURE (not filled in by branch museums)

Revenue and expenditure are reported on an accrual basis.Table is filled in euros (whole numbers).

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Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
2 / 1	Income: from the state budget, excluding Cultural Endowment and European Union structural funds *	MUS_20 _31	The amount allocated from the state budget to the museum, including income from publicly funded funds. E.g. grants from ARIB, Folk Culture Centre, small islands programme, etc. Funds received from the Estonian Cultural Endowment or EU structural funds are not included here.	Positive integer	
3 / 1	Income: from the state budget – from the Cultural Endowment *	MUS_20 _15_221	Grants from the Estonian Cultural Endowment.	Positive integer	
4 / 1	Income: from local authority *	MUS_15 24	Allocations to the museum by local authorities	Positive integer	
5 / 1	Income: from donations *	MUS_15 25	Income from donations	Positive integer	
6 / 1	Income: From the European Union structural funds *	MUS_20 _15_251	Income from the European Union structural funds	Positive integer	
7 / 1	Income: other grants *	MUS_20 _23	Other income, including contributions from other non-state funds. This includes, e.g. grants from the Nordic Council of Ministers and foreign countries, etc.	Positive integer	
8 / 1	Income: from paid services – total *	MUS_15 27	Income from paid services (ticket sales, guide services, educational programmes, rental, etc.)	Positive integer	
9 / 1	Income: from the owner (in the case of private museums) *	MUS_15 _29	Self-financing by the owner (in the case of private museums)	Positive integer	
11 / 1	Expenditure – personnel costs *	MUS_16 _33	Labour costs – remuneration by the employer to all employees (incl. employees on contracts for services and authorisation agreements) for work done in the reference period. Also included are fringe benefits with VAT, social tax (for pension insurance and national health insurance) and employer's contribution to unemployment insurance premium, as well as social tax from fringe benefits and calculated holiday days. Payments to legal persons are excluded from labour costs – these can be included in other costs.	Positive integer	
12 / 1	Expenditure – other *	MUS_16 _34	Other costs – all costs of the museum which are not labour costs, costs pertaining to the acquisition of museum objects nor investments.	Positive integer	

Table 5. TYPE OF MUSEUM (filled in by branch museum, individual museum and main museum for its own location)

Type of museum according to the Ministry of Culture indicated in the table. If the type is different in the reference year, please correct the information.The purpose of a history museum is to reflect historical evolution in a certain time period. History museums also include monument museums with more than just local importance for history, incl. memorial museums, archive museums, museums of historical persons, events and periods, archeology museums or museums that more broadly reflect social life and culture throughout history.A place museum focuses on a specific village, small town or rural municipality.

An art museum collects, preserves, researches and displays works of art. Design, photography and architecture museums are also classified under art museums.Museum objects in a natural history museum represent domains such as biology, geology, botany, zoology, paleontology and ecology.Science and technology museum collections represent domains such as astronomy, mathematics, physics, chemistry, medicine, design, manufacturing and construction and display various technology.A thematic museum is specialised on a specific topic or field. Museums on the history of institutions are also classified under thematic museums.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
1 / 1	Type of museum *	MUS_01 8	Type of museum	muuseumi_li ik_6L	
2 / 1	Subtype of	MUS_20	Biographical museum is identified as any kind of museum	valik_jah_ei	

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	museum – biographical museum *	_11	with the exhibition focusing on one person.	_1v	

Table 6. GENERAL INFORMATION (filled in by branch museum, individual museum and main museum for its own location)

If filled in online, values in the previous year's questionnaire have been provided. If the value is different in the reference year, please correct the information.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
1 / 1	Number of days open in a year *	MUS_02_2	The number of days the museum is open in a year.	Positive integer	
2 / 1	Number of days open in a year – free entrance days *	MUS_02_3	The number of free entrance days of the museum in a year	Positive integer	
3 / 1	Full ticket price *	MUS_03_4	The full ticket price in the calendar year is indicated. If full tickets have varied in price, the highest full ticket price should be provided.	Positive real number (0,2)	
4 / 1	A common ticket available *	MUS_20_30	A common ticket is indicated if the museum has a common ticket with other sites of the same museum or some other museum or institution. Family and group tickets are not included.	valik_jah_ei_1v	

Table 7. ATTENDANCE AND PARTICIPANTS IN EDUCATIONAL PROGRAMMES (filled in by branch museum, individual museum and main museum for its own location)

Excludes visitors to exhibitions held outside the museum, but includes participants in events (lectures, museum classes, educational programmes, etc.) organised by the museum outside the museum.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
1 / 1	Total number of visitors *	MUS_08_9_1	The total number of visitors includes visitors to the permanent and temporary exhibitions of the museum (excluding those held outside the museum premises), as well as attendance at events organised by the museum (lectures, museum lessons, educational programs, etc., including those held outside the museum). The total number of visitors does not have to be equal to the sum of the subdivisions (e.g., a free visitor can also be up to 8 years old or a disabled person). Visitors to exhibitions outside the museum are not counted here.	Positive integer	
2 / 1	Number of visitors – visitors with free entrance *	MUS_08_9_4	The total number of visitors with free entrance – the number of visitors without a ticket, included in the total number of visitors, excl. visitors to exhibitions held outside the museum's own premises but including participants in events organised by the museum (lectures, museum lessons, educational programmes etc., including those held outside the museum premises) attending free of charge.	Positive integer	
3 / 1	Number of visitors – visitors with free entrance on free entrance days *	MUS_08_9_5	The number of visitors on free entrance days is included in the total number of visitors with free entrance. It includes all free entrance visitors on free entrance day, including visitors aged under 8 and disabled people as well as participants in events organised by the museum (lectures, museum lessons, educational programmes etc., including those held outside the museum premises) attending free of charge.	Positive integer	
4 / 1	Number of visitors – up to the age of 8 *	MUS_08_9_6	The number of visitors under the age of 8 includes all museum visitors up to the age of 8 and the participants in events organised by the museum regardless of whether they are free to enter the museum, visit it alone or in a group, or	Positive integer	

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			are disabled.		
5 / 1	Number of visitors – disabled people	MUS_20_27	Visitors who have used the disability discount when visiting the museum or participating in an event organised by the museum.	Positive integer	
6 / 1	Estimated share of foreign tourists among visitors *	MUS_09_10	The estimated share of foreign tourists among visitors and participants in events organised by the museum.	Positive integer	
7 / 1	Number of participants in educational programmes – target group children and youth up to the end of the upper secondary school *	MUS_10_11_1	The number of participants in educational programmes where the target group is children and youth up to the end of the upper secondary school. This includes single adults participating in programmes aimed at people up to the upper secondary school age. All participants, regardless of the place. Educational programme – a museum programme of educational activities aimed primarily at educational institutions but also at the general public. Educational programmes may include, for example, museum lessons, exhibition classes, lectures and lecture programs, camps, workshops, training days, and seminars. Guided tours are not included in educational programmes.	Positive integer	
8 / 1	Number of participants in museum lessons – target group children and youth up to the end of the upper secondary school *	MUS_10_11_3	Museum lesson – (a subform of educational programme) is based on an exhibition, museum collections or other objects and information related to the museum's domain and environment. A museum lesson is conducted by someone and it has a specific target audience, especially students from educational institutions, and it can support a national curriculum. The topic of a museum lesson and its learning objectives are generally defined. A museum lesson is mostly based on a specific plan, various (active learning) methods, tools and materials are used. A museum lesson may take the form of a single thematic lesson, a series, or part of a larger educational programme or project.	Positive integer	
9 / 1	Number of participants in educational programmes – target group adults *	MUS_10_11_2	The number of participants in educational programmes with adults as the target group. Individual children participating in adult programmes are also included. All visitors, irrespective of the place. Educational programme – a programme of educational activities aimed primarily at educational institutions but also at the general public at the museum. Educational programmes may include, for example, museum lessons, exhibition classes, lectures and lecture programmes, camps, workshops, training days, and seminars. Guided tours are not included in educational programmes.	Positive integer	
10 / 1	Number of participants in museum lessons – target group adults *	MUS_10_11_4	A museum lesson – (a subform of educational programme) is based on an exhibition, museum collections or other objects and information related to the museum's domain and environment. A museum lesson is conducted by someone and it has a specific target audience, especially students from educational institutions, and it can support a national curriculum. The topic of a museum lesson and its learning objectives are generally defined. A museum lesson is mostly based on a specific plan, various (active learning) methods, tools and materials are used. A museum lesson may take the form of a single thematic lesson, a series, or part of a larger educational programme or project.	Positive integer	

Table 8. ACTIVITIES OF THE MUSEUM (filled in by branch museum, individual museum and main museum for its own location)

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
1 / 1	Number of exhibition names *	MUS_11_12_1	The number of exhibition titles includes all exhibitions that took place in the museum premises/territory or in the museum's virtual environment, regardless of the organiser. Exhibitions outside the museum premises are not counted here. A permanent exhibition is counted as one exhibition each year.	Positive integer	
2 / 1	Number of times the exhibitions were held – organised by the museum *	MUS_11_12_2	The number of exhibitions organised by the museum. Include exhibitions that take place in the museum's own premises and elsewhere. The same exposition, which has been displayed in several places outside the museum, is counted as several places of the exhibition. Exhibitions organised	Positive integer	

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			jointly by the museum and another institution are listed under exhibitions organised by the museum.		
3 / 1	Translation of a permanent exhibition – English *	MUS_20_3	Basic information in English allowing you to understand the exhibition, including audio guides, paper texts or interactive solutions.	Check box	
4 / 1	Translation of a permanent exhibition – Russian *	MUS_20_4	Basic information in Russian allowing you to understand the exhibition, including audio guides, paper texts or interactive solutions.	Check box	
5 / 1	Translation of a permanent exhibition – German *	MUS_20_5	Basic information in German allowing you to understand the exhibition, including audio guides, paper texts or interactive solutions.	Check box	
6 / 1	Translation of a permanent exhibition – Finnish *	MUS_20_7	Basic information in Finnish allowing you to understand the exhibition, including audio guides, paper texts or interactive solutions.	Check box	
7 / 1	Translation of a permanent exhibition – Latvian *	MUS_20_6	Basic information in Latvian allowing you to understand the exhibition, including audio guides, paper texts or interactive solutions.	Check box	
8 / 1	Translation of a permanent exhibition – French *	MUS_20_8	Basic information in French allowing you to understand the exhibition, including audio guides, paper texts or interactive solutions.	Check box	
9 / 1	Translation of a permanent exhibition – other language *	MUS_20_9	Basic information in other language than Estonian, English, Russian, German, Latvian, French and Finnish allowing you to understand the exhibition, including audio guides, paper texts or interactive solutions.	Check box	
10 / 1	Translation of a permanent exhibition – other language, please specify	MUS_20_10	Basic information in other language than Estonian, English, Russian, German, Latvian, French and Finnish allowing you to understand the exhibition. List all other language.	Text	

Table 9. WEBSITE (filled in by branch museum, individual museum and main museum for its own location)

If filled in online, data in the previous year's questionnaire have been provided. If the data are different in the reference year, please correct the information.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
1 / 1	Website or social media address	MUS_19_40	The address of the website or social media page, or both.	Text	
2 / 1	Website language – Estonian *	MUS_19_41	Language of the website – Estonian	Check box	
3 / 1	Website language – English *	MUS_19_42	The website has at least basic information in English.	Check box	
4 / 1	Website language – Russian *	MUS_19_43	The website has at least basic information in Russian.	Check box	
5 / 1	Website language – German *	MUS_19_44	The website has at least basic information in German.	Check box	
6 / 1	Website language – Finnish *	MUS_19_45	The website has at least basic information in Finnish.	Check box	
7 / 1	Website language – Latvian *	MUS_19_48	The website has at least basic information in Latvian.	Check box	
8 / 1	Website language – French *	MUS_19_47	The website has at least basic information in French.	Check box	
9 / 1	Website language – other language *	MUS_19_49	The website has at least basic information in other language than Estonian, English, Russian, German, Latvian, French and Finnish.	Check box	
10 / 1	Website language – other language, please specify	MUS_19_46	Please list other languages than Estonian, English, Russian, German, Latvian, French and Finnish, with at least basic information on the website.	Text	

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Table 10. MUSEUM VISITOR SATISFACTION

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
1 / 1	Museum visitor satisfaction	MUS_RA HULOLU	Museum visitor satisfaction, for which museums collect feedback and report the result (as averages rounded to the nearest whole number). 'Visitor' refers to individual visitors, not to those booking programmes or group visits.	rahulolu_11 L	

Table 10.1. CONSENT OF THE RESPONDENT FOR TRANSMITTING INFORMATION (filled in by branch museum, individual museum and main museum for its own location)

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
1 / 1	Consent of the respondent for the transmission of information *	LUBA_A NDM	Upon granting consent, Statistics Estonia shall forward the data submitted by the museum to the Ministry of Culture and the National Heritage Board. The need for consent is stipulated in § 35 of the Official Statistics Act ("Dissemination of confidential data" (2): "A producer of official statistics shall disseminate data that allow direct or indirect identification of a person only with the consent of the person, except in the cases provided by this Act or if the data are considered public pursuant to law."	valik_jah_ei _1v	
2 / 1	Consent of the respondent for the transmission of individual information *	MUS_20 _0	Upon granting consent, Statistics Estonia can publish the data submitted by the museum separately for each site and museum. The need for consent is stipulated in § 35 of the Official Statistics Act ("Dissemination of confidential data" (2): "A producer of official statistics shall disseminate data that allow direct or indirect identification of a person only with the consent of the person, except in the cases provided by this Act or if the data are considered public pursuant to law."	valik_jah_ei _1v	

Table 11. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE (incl. for preparing the data; filled in by branch museum, individual museum and main museum for its own location)

Please estimate how much time you spent on filling out the questionnaire (incl. time spent on reading the instructions, collecting and preparing data).Record the total time spent by all employees.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
/	Number of hours spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGTU NDI	Number of hours spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing the necessary data.	Positive integer	
/	Number of minutes spent on completing the questionnaire and collecting and preparing the	TAITMIS EAEGMI NUTIT	Number of minutes spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing data. Permitted value range 0–59.	Positive integer	

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	necessary data				

Table Y3. RESPONDENT FEEDBACK (filled in by branch museum, individual museum and main museum for its own location)

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
1 / 1	Respondent's comment	CISL03	Feedback on the questionnaire.	Text	

Table YY2. Overall assessment on the questionnaire

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
/	Overall assessment on the ease of completing the questionnaire	TAGASI SY_1		rahulolu_va ga_lihtne_v aga_keeruli ne_5L	

Table YY3. Suggestions and comments

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You neet not fill in the value: period, economic activity
/	Suggestions and comments	TAGASI S_TESS T		Text	

LISTS / CLASSIFICATIONS

Name of the list/classification: **muuseumi_liik_6L**

Item code	Item name	Unit of measurement	Clarification
1	History museum		A museum that aims to reflect historical evolution in a certain period of time as well as monument museums with more than just local importance for history (e.g. Fat Margret, Virgin's Tower) and local lore museums which with their collections cover a wider cultural or historical area than one village or locality (e.g. the Viljandi museum). This includes also memorial museums, archive museums, museums of historical persons, events and periods, archaeological museums or museums that more broadly reflect social life and culture throughout history (e.g. the Estonian National Museum).
2	Place museum		A museum focusing on a specific village, small town or rural municipality, such as the Väike-Maarja Museum, Värska Farm Museum, Järva-Jaani museum, Haapsalu Castle.
3	Art museum		An art museum collects, preserves, researches and displays works of art. Design, photography and architecture museums are also classified under art museums. E.g. KUMU, Estonian Museum of Architecture, Estonian Museum of Applied Art and Design.

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4	Natural history museum		Museum objects in a natural history museum represent domains such as biology, geology, botany, zoology, palaeontology and ecology. E.g. Estonian Museum of Natural History, Ice Age Centre. Zoos and botanical gardens are not included.
5	Science and technology museum		Science and technology museum collections represent domains such as astronomy, mathematics, physics, chemistry, medicine, design, manufacturing and construction and display various technology. E.g. museum of Tallinn University of Technology, museum of the University of Tartu, Science Centre AHHAA.
6	Thematic museum		A museum specialised on a specific topic or field, including museums on the history of institutions. E.g. Beer Museum of A. Le Coq, Estonian Firefighting Museum, Estonian Sports and Olympic Museum, Estonian Dairy Museum.