

January 2023



Collections Care and Preservation Policy

SOCIÉTÉ JERSIAISE PHOTOGRAPHIC ARCHIVE

The Société Jersiaise Photographic Archive (SJPA) care and preservation policy supports the mission of the Société Jersiaise, in serving the community and facilitating research. Effective preservation is essential for retaining the authenticity of records and to provide public access both now and in the future.

Scope

This policy covers the care and preservation of physical and digital collections at the SJPA. It aims as far as possible to prevent or mitigate against deterioration, damage, loss, corruption or obsolescence. This policy does not apply to other collections held by the Société Jersiaise.

Background

The SJPA was established in 1992 to manage the photographic collections held by the Société Jersiaise Library. The practice and collection of photography at the Société Jersiaise dates to at least 1875 and it remained a prominent function throughout the 20th Century.

This policy should be considered in the context of the following:

Relevant policies

- Société Jersiaise Strategic Plan 2023
- Société Jersiaise and Jersey Heritage Trust Collections Management Policy 2018
- Collections Management Policies (SJPA)

Relevant standards

- International Council on Archives – Code of Ethics
- PAS 197:2009 – Code of practice for cultural collections management
- BSI 4791:2017 – Conservation and Care of Archive and Library collections

Security

The SJPA controls access to the collections. We do this to safeguard against both malicious and accidental loss or damage.

- Physical collections are stored securely onsite at 7 Pier Road. Access to the archive stores is restricted to collections staff at Société Jersiaise. Jersey Heritage Trust collections staff can also access the stores for the purposes of disaster recovery. The facilities are alarmed, with security code and access keys required to gain entry.
- Digital collections are stored and managed on the Société's onsite server network in the K:/ Drive. Access is limited to SJPA staff.
- Jersey Heritage Trust have a museum site guardian on site 24 hours a day covering number 7 and 9 Pier Road.

Storage

All collections as stored in purpose designed environments, these are controlled and monitored 24 hours a day to mitigate against, loss damage or deterioration.

- The archive stores provide temperature and humidity controlled and monitored environments that meet national standards for the storage of mixed archives.
- All collections are boxed or otherwise enclosed using appropriate materials.
- The archive stores are cleaned regularly. Staff monitor the stores and new accessions to manage the risk of damage from pests.
- Providing specialist storage solutions for the appropriate environmental control of the SJPA film and colour collections is recognised as an essential development need.
- Digital records are stored on the K:/ Drive.

Access

The mission of the SJPA mandates access as an essential function of the archive service.

- The SJPA does not have dedicated reading room facilities. Therefore, to view physical collections appointments must be made in advance. The personal details and contact information of all users is gathered at the point of booking and identification is required on arrival. SJPA staff will prepare a suitable room at 7 Pier Road for viewing the collections in advance of the user's arrival.
- SJPA staff provide users with introductory guidance on collections handling and care. To provide appropriate security measures a member of SJPA staff is required to remain in the temporary reading room to invigilate for the duration of the visit.
- Refusal to follow handling and care guidance or behaviour that poses a risk to the collections will result in the immediate termination of the appointment.
- For collections with access restrictions for preservation purposes digital access is encouraged, though facsimiles can be provided granted adequate notice is provided.
- The SJPA encourages the loaning of its collections for public exhibition. The SJPA insists that certain conditions are met before agreeing to any loan; these can be found in the

Loans Policy. Where the terms of loan cannot be met or when additional preservation concerns exist the SJPA encourages the use of high-quality facsimiles as an alternative.

- Access to digital records (including digitised physical collections) is provided via the online catalogue <https://catalogue.jerseyheritage.org/societe-jersiaise-photographic-archive/>

Management

SJPA staff do not carry out any interventive conservation work on the collections. Instead a program of preventive conservation is in place to mitigate against deterioration and damage.

- Any interventive conservation needs are referred to external qualified conservators, as funding allows.
- Preventive conservation is performed by trained staff and is essential for retaining the authority of records and protecting against potential loss.
- Collections are regularly examined to identify preservation needs.
- Digital preservation is managed through the standardisation and conversion of file formats to mitigate against obsolescence. Further details can be found in the Digital Strategy.
- SJPA staff keep up to date with developments in the fields of physical and digital collections preservation through membership of professional organisations and international community networks.

Emergency planning

The SJPA has shared disaster management and recovery plans in place with Jersey Heritage Trust. This ensures that, should an emergency occur, appropriate resources and facilities are available for recovery.

- The archive stores at 7 Pier Road are equipped with fire detection systems.
- The emergency plans are reviewed and updated at regular periods.
- The K:/ Drive is backed up daily with a copy stored offsite at a secure location to ensure all digital records can be recovered in the event of a disaster at 7 Pier Road

Policy review

Policies are subject to review and amendment at any time, though the review period should not exceed five years.