

January 2023



Deaccession Policy

SOCIÉTÉ JERSIAISE PHOTOGRAPHIC ARCHIVE

The Société Jersiaise Photographic Archive (SJPA) collections supports the mission of the Société Jersiaise, in serving the community and facilitating research. Considered development is important as it enables effective management, preserves the unique character of the archive, and shapes the future of our service. This includes removing items or collections if they do not meet our collecting policy.

Scope

This policy covers the permanent removal of collections at the SJPA; it 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 Collections Management Policy 2018
- Collections Management Policies (SJPA)

Relevant standards

- International Council on Archives – Code of Ethics

Deaccession

Deaccession may involve an entire collection or parts of. For items(s) to be deaccessioned they must first undergo reappraisal, the process must be recorded and the decision approved before any deaccession takes place.

Methods of disposal

- **Return.** During any reappraisal process the depositor/donor will be contacted by archive staff. If the depositor/donor wants the item(s) back then archive staff will coordinate with them to arrange the return once the deaccession process is complete.
- **Transfer.** If the depositor/donor no longer wants the item(s) or the depositor/owner is unknown then transfer to an appropriate collecting organisation is the preferred method of disposal. Deaccession processing, documentation and approval must be complete before any transfer takes place.
- **Destroy.** If the return or transfer are not possible then the destruction of the item(s) may be considered. This must be done in accordance with approved destruction methods.
- **Sale.** In exceptional circumstances deaccessioned item(s) may be offered for sale. This can only take place with the explicit written permission of the donor/depositor. They must first be offered to collecting organisations in Jersey based on independent valuations. If the provenance is unknown the sale requires approval of the Collections Committee in addition to standard deaccession procedures.

Documentation

It is critical that the deaccession process is thoroughly documented. There must be consensus and understanding within the organisation, both now and in the future, as to why and how decisions were made. To build community trust it is essential to be transparent; this requires keeping donors, partner organisations and users informed.

- For any deaccession to take place the Archivist must first submit a reappraisal report to the Sub-committee for review.
- A disposal form (one form per accession) is completed once deaccession is approved, the depositor/donor is informed and the method of disposal confirmed.
- In cases where there is no original accession documentation the archivist should submit a research report to evidence that provenance cannot be determined. The case should be referred to the Collections Committee for review before disposal.
- Deaccession can be approved by the Sub-committee, though they may choose to refer a decision to the Executive Committee for sign-off. Any deaccession case referred to the Executive Committee is automatically referred to the Collections Committee for review.
- The disposal form should be signed by the Archivist, donor/depositor and the Sub-committee Chair once supporting documentation is finalised and initialled by signatories. In cases of unknown donor/depositor, the signature of the CEO is required.
- Once the deaccession and disposal is complete, all related documentation, including disposal form, reappraisal report, correspondence with donor/depositor, disposal receipt or transfer documentation or return receipts, should be added to the deaccession files stored on the K:/ drive in PDF/A format. A copy of the disposal form should also be

stored with the accession security records on the K:/ Drive. Relevant deaccession information should be added to the Adlib catalogue and accession records.

- The SJPA Sub-committee should be informed once all processing is complete.

Policy review

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