

January 2023



Collections Development Policy

SOCIÉTÉ JERSIAISE PHOTOGRAPHIC ARCHIVE

The development of 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.

Scope

This policy covers the acquisition and disposal of collections at the SJPA; it does not apply to other collections held by the Société Jersiaise.

Operational context

The Société Jersiaise is an educational charity concerned with the history, language, culture and environment of the island of Jersey. The SJPA serves this purpose by preserving and providing access to records. The archive is a unique and important cultural heritage asset for Jersey, documenting our archaeology, geology, ecology, economy, community, architecture and culture through 150 years of producing and collecting photographic materials.

The archive serves both the organisational needs of the Société Jersiaise and those of our island community. The Société Sections are volunteer led research groups specialising in specific fields. The SJPA serves the Sections by collecting records relevant to their area of research and as a repository for the records the Sections produce. The archive also holds many commercial and private collections, covering all aspects of life, learning, work and play. The archive is therefore the heritage of all and the SJPA seeks to both serve and reflect all aspects of our community, and our diverse cultural identities.

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. A shared Collections Management Policy between Jersey Heritage and the Société Jersiaise was agreed in 2018 which identifies the SJPA as the primary repository in Jersey for photographic collections, excluding those relating to public bodies or collections held by Jersey Heritage.

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 Development Plan (SJPA)
- Collections Management Policies (SJPA)

Relevant legislation

- Public Records (Jersey) Law 2002 as amended 2006
- Intellectual Property (Unregistered Rights) (Jersey) Law 2012
- Data Protection (Jersey) Law 2018

Relevant standards

- International Council on Archives – Code of Ethics
- International Council on Archives – Principles of Access to Archives
- PAS 197:2009 – Code of practice for cultural collections management

What we collect

The SJPA accepts photographic materials in any format, specifically:

- Records relating to Jersey; it's geographical, political and economic environments, whether past or present.
- Records relating to the work and interests of the Société Jersiaise.
- Records documenting Jersey's natural habitats and biodiversity.
- Records documenting the lives of islanders and the built environment.
- Photography made in response to the SJPA collections and work of the Société Jersiaise.
- Records reflecting the diverse identities that shape our Island community.

We may also accept associated materials, notes, and documentation if they add context to photographic collections.

How we collect

The SJPA acquires photographic items and collections in the following ways:

- Donations, whether directly offered or sought.
- Purchases to fill identified gaps or ensure access for islanders.
- Internal transfers within the Société Jersiaise or from Jersey Heritage.
- Fixed-term loan, for production and deposit of digital surrogates.

Limitations on collecting

- We cannot accept items without the full legal transfer of ownership.
- We do not request the transfer of intellectual property rights on deposit. However, as minimum we do insist on the granting of certain copyright permissions to the SJPA. We actively encourage depositors to consider open licencing as a method for maximising the community benefit of their collections.
- We cannot accept collections with significant access restrictions.
- We cannot accept items if the content is unidentifiable. This also applies for severely damaged or deteriorated materials.
- We may decline items or collections if we already hold similar or identical materials.
- We may use sampling or weeding to reduce the number of records if duplication or excessive repetition occurs within a collection.
- We cannot accept collections on loan for long-term, permanent or indefinite periods.
- The SJPA cannot accept items that present a physical risk to other collections.
- The SJPA cannot accept items that compromise data protection and privacy.
- The SJPA does not collect items that fall within the collecting policy of other archives; we will suggest suitable alternatives in such cases.

Collections highlights

The archive collections exist within four management groups, Société Jersiaise, Commercial Photography, Organisational/Community groups, and private personal collections. A collections analysis identified the collection highlights listed below. These collections form a backbone of historical and evidential value across the SJPA's key collecting areas. As such they are prioritised for processing, development, and engagement.

Société Jersiaise

Emile F. Guiton Negative Collection
Arthur Maurant Collection
Joan Stevens, Old Jersey Houses
Maurice Richardson Collection
The Roger and Margaret Long Collection
Library Card Mounted Files

Commercial Photography

Henry Mullins
Ernest Baudoux
Philp Godfray
Albert Smith
Percival Dunham
Stuart Abraham

Organisational and Community Groups

Jersey Post Staff Archive
The Island Sun Newspaper

Private and Personal Collections – Amateur Photographers

Philip Morel

Francis George de Faye

Hans Egon Plez

Collecting Priorities

The collections analysis identified several gaps in the archive which may inhibit our ability to fulfil our purpose. These gaps are listed below and are considered high priority areas for collecting and proactive sourcing of records.

High priority

- **Archaeology, post 1950.** The SJPA holds significant archaeological collections dating from 1900-1950. However, for the second half of the 20th Century there are very few collections which limits our use to researchers.
- **Ornithology, post 2000 (born digital).** Three key accessions in the last decade have turned ornithology from a historically underrepresented subject to one of the best represented. Collections now cover 1950-2000, which are the first 50 years of the Ornithology Section's existence. Ensuring the SJPA can continue to represent this highly active Section by attracting and managing their born digital records is essential to remain relevant.
- **Natural Science.** With growing public and political awareness around environmental issues prioritising collecting from other natural history focused Sections such as Botany, Entomology, Mycology, Marine Biology and Zoology can enable the archive to better serve the growing number of users interested in the environment.
- **Migrant communities.** Jersey's dependence on economic migrants over the last 150 years to support its economy is widely acknowledged. Yet, the archival record of these communities is scarce. Filling this gap is essential if the archive claims to represent our community and the diverse identities that shape it.
- **The economy.** Jersey's economic powerhouses through large parts of the 20th Century were agriculture and tourism, which have been in steady decline for the last three decades. Tourism and to a lesser extent agriculture are not as well represented in the archive as their prominent position in our economy suggests they should be. Conversely, our economy has witnessed a meteoritic rise in the financial services industry since the 1960s, this rise is even less well represented in the archival record. Collecting records that evidence these industries, their rise, height and eventual decline is essential for understanding changes to our society.

The collections analysis identified several collecting areas considered low priority, as they are well represented or outside of our collecting remit. New collections within the areas listed below are unlikely to be accessioned and existing collections may be considered for deaccessioning.

Low priority

- **Postcards.** The SJPA has been fortunate to receive extensive postcard collection in the past. The size and scope of these collections mean there are very few gaps

- **Paraphernalia.** The SJPA will not normally accept materials associated with photography, such as frames, commercial albums, enclosers or boxes, cameras or slide projectors. Unless such items provide important context that cannot be transcribed to an alternative – ideally digital – media.
- **Processes.** The archive has an excellent selection of photographic processes, materials and formats. Therefore, it is unlikely items will be accessioned solely as examples of a specific process, though they may be accepted into the SJPA handling collection.

Resource considerations

The SJPA cannot make commitments to depositors on the processing of donated collections. Processing is resource intensive and departmental resources are directed towards priority collections as outlined in our Development and Management Policies. We do not ask donors to make financial contributions to support the processing of their collections. However, in certain circumstances financial contributions may be sought for extensive or labour-intensive collections. Financial contributions can also enable the archive to source project staff to work on specific collections subject to availability and scheduling.

Responsibility to donors

For any accessioned collections the SJPA makes a commitment to preserve, process and provide public access, in line with relevant policies and standards. We will endeavour to remain in contact with and support donors by informing them of significant progress in processing their collections. For this reason we ask donors to inform the SJPA of any changes to their contact details.

Reviewing our collections

This policy will inform decision making as the SJPA appraises both existing and new collections just as it will shape our preservation, cataloguing and digitisation plans. Appraisal will identify existing collections and items which do not meet the current collection development policy, and these will be considered for deaccession in line with the relevant policies and ethical standards. Ultimate responsibility for accession and deaccession decisions rests with the Archivist. Organisational backing may be sought at quarterly departmental meetings for any decisions that that are not clearly covered by SJPA policies.

Policy review

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