

January 2023



Collections Information Policy

SOCIÉTÉ JERSIAISE PHOTOGRAPHIC ARCHIVE

The Société Jersiaise Photographic Archive (SJPA) information policy supports the mission of the Société Jersiaise, in serving the community and facilitating research. Effective documentation is essential for establishing intellectual control over collections in order to provide access and improve our service.

Scope

This policy covers the information generated during the accessioning, appraisal, cataloguing and use 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. A shared Collections Management Policy between Jersey Heritage Trust (JHT) and the Société Jersiaise (SJ) was agreed in 2018 which identifies the importance of keeping the intellectual and physical management of collections together; and the integration of records into a joint heritage database, which was completed in September 2022.

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 legislation

- Data Protection (Jersey) Law 2018

Relevant standards

- International Council on Archives – Code of Ethics
- PAS 197:2009 – Code of practice for cultural collections management
- ICA *International Standard on Archival Description* ISAD(G) 2000
- ICA *International Standard Archival Authority Record for Corporate Bodies, Persons and Families* ISAAR (CPF)
- *Manual of Archival Description* 3rd Edition (MAD3)

Information management systems

The information gathered and generated during the management of our collections is stored and accessed within distinct systems.

- Adilb – proprietary collections management software (soon to be Axiell Collections).
- K:/ Drive – internal computer network; long term repository for electronic records.
- Microsoft 365 – temporary cloud storage for day-to-day capture of information.
- Paper Files – historic accession and loan information
- Old Museum Register and Card Files – historic accession information

Data sharing

Since 2022, the SJPA has used a shared database with JHT for its collections catalogue. A data sharing agreement between the SJ and JHT was signed in 2022 because information recorded on the SJPA catalogue is now stored on a JHT server. The SJ remains the data controller for all information recorded in the SJPA catalogue.

Object entry

All collections offered to the SJPA as donations or for other specified purposes are recorded on arrival by archive staff using the object entry form. Object entry forms acknowledge receipt and agree terms of entry. Object entries are for fixed terms and the resolution of any entry is recorded using the Object entry resolution form. Both forms are retained in PDF/A format and stored in object entry files on the K:/ Drive.

Accessioning

All collections accepted into the SJPA are accessioned by archive staff using the accession form. Depositors are provided with the signed form as proof of deposit. A digital PDF/A copy is retained along with a CSV file listing accessions by year on the K:/ Drive as security records. Archive staff may produce more detailed accession descriptions using Microsoft Word shortly after accession as further processing takes place, these are stored with the security records.

The active accession record is created in Adlib once initial processing has taken place. Supporting documentation for accessions is either digitised or transcribed depending on the format. This is stored with the security copies. Relevant information is added to the custodial history field of the active accession records.

Historic accession information dating to the mid 1990s is recorded in the SJPA paper filing system. It is believed all this information has been transferred to Adlib. The old museum register and card files held by JHT contain limited accession information dating back to 1950s. This information has only been partially identified and transferred to Adlib.

Cataloguing

The SJPA uses the standards outlined in the ICA *International Standard on Archival Description* ISAD(G) 2000 and the ICA *International Standard Archival Authority Record for Corporate Bodies, Persons and Families* ISAAR (CPF) to describe archive collections. Specific guidance on the detail and structure of that information is taken from the *Manual of Archival Description* 3rd Edition. We also use the *UNESCO Thesaurus* and the *Getty Art and Architecture Thesaurus* for catalogue subject index terms.

- The SJPA catalogue is created in Adlib. The SJPA employs a qualified archivist to manage the cataloguing of collections. Archive staff consists of a part-time Archivist (0.5) and a part-time Archive Officer (0.6). Trained volunteers also assist with cataloguing projects.
- All accessioned materials are catalogued at collection level on Adlib in line with the ISAD(G) requirements. This is the minimum level required for all accessioned materials. This provides users with an overview and entry point to collections via the online catalogue. It also provides staff with the essential information required to manage and care for collections.
- The current minimum level description policy was introduced in 2021 and does not apply to accessions received prior to this. However, we are working towards back dating this policy to include all priority collections and all accessions since 1992.
- The Adlib catalogue also contains information on collection locations and condition, as well as any preservation or conservation needs.
- All collections will be fully catalogued as resources allow.

Appraisal, deaccession and disposal

The Collections Development Policy outlines the principles that shape appraisal decision making. It is essential that decisions taken are recorded and communicated to donors where possible.

- For catalogued and uncatalogued collections, information detailing the decision and the reasoning is added to the Adlib accession record. A deaccession form is then completed and stored on the K:/ Drive with the relevant accession security files.
- Additionally for catalogued collections all Adlib catalogue entries are updated.
- In all cases where deaccession and disposal takes place, the relevant procedure is followed and evidenced. Reports and forms evidencing this process are retained in PDF/A format in the deaccession files on the K:/ Drive.

Availability of collections information

- The SJPA catalogue is published online via <https://catalogue.jerseyheritage.org/societe-jersiaise-photographic-archive/>

- Since 2022 the SJPA catalogue has been searchable alongside archival and photographic records held by Jersey Heritage via <https://catalogue.jerseyheritage.org/>
- Not all information recorded in the catalogue is available via the online catalogue, such as location, condition and donor information.
- Records closed for data protection purposes are only available internally.
- Summary overviews of archival material are not available to the public either in print or electronic formats. The publication of introductory overviews of the SJPA's archival holdings are recognised as a development need.
- Information on SJPA holdings is not currently available via Archives Hub or Archives Portal Europe. Wider accessibility of archival information is recognised as an essential development need.

Cataloguing backlog

There is a cataloguing backlog. The Collections Development Policy lists priority collections for cataloguing as identified through a collections analysis.

- Approximately 27% of priority collections are catalogued in full.
- Approximately 28% of accessioned materials are catalogued in full.
- Approximately 52% of priority collections have collection level descriptions.
- Approximately 26% of the accessioned materials have collection level descriptions.

Generating and publishing collection level descriptions for all priority collections and then all accessioned materials is recognised as an essential development need.

The SJPA hopes to attract external funding to assist with the collection level cataloguing backlog in the near future. Gaining such funding support is seen as a priority.

Object movements and loans

- All object movements are recorded and tracked using the object movements form. This information is retained on the K:/ Drive as a CSV file and annually audited.
- Loans are processed in line with the Loans Policy and recorded using the loans form. Loan agreements and forms are retained in PDF/A format on the K:/Drive . Relevant information is also added to the Adlib catalogue entry for any loaned items.

Protecting Collections Information

- The Adlib proprietary collections management software runs and stores information on the JHT servers. This is backed up daily.
- The K:/ Drive is backed up daily by the SJ's IT service provider.
- Data is stored on Microsoft 365 cloud storage in line with GDPR regulations, on servers in the United States of America. This service is used for data capture only, all data is transferred to longer-term storage or destroyed within 12 months.
- The paper filing and old museum registers are stored securely with access limited to approved SJ and JHT staff.

Policy review

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