

January 2023



Loans 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. The loaning and borrowing of items can assist the SJPA in achieving its purpose by increasing its reach and adding value for our users.

Scope

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

Background

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.

Loans out

The SJPA recognises the benefits that come from sharing collections with other organisations for exhibition. Loans provide opportunities for new audiences to view our records and learn about the collections we hold.

In order to ensure collections are safe and cared for during any loan period the SJPA requires the following conditions to be met before agreeing to any loan.

- Due to the availability of resources at the SJPA, we generally need to receive loan requests at least 12 months before the planned exhibition opening.

- Loans are only considered for organisations with professional staff. Loans are not made to private individuals.
- Loans are for fixed periods with the possibility of renewal. The period depends on the preservation needs of the requested items.
- To support free access to heritage the SJPA does not charge for loans exhibited at free to enter exhibitions.
- Borrower's will bear all direct costs including but not limited to: transport, independent valuation and insurance.
- All loans are subject to the SJPA receiving written policies and procedures for exhibition handling, presentation and preservation prior to transport.
- All loans are subject to the conditions of the loan agreement and require the completion of the loan request form.
- The decision to loan out is made by the Archivist, organisational sign-off may be required for loans of significant financial value.

Loans in

The SJPA does not accept item(s) on long term loan. The SJPA may loan collections for specific purposes such as exhibition or digitisation. All loans in must meet the following conditions.

- All loans in are subject to a loan agreement and the completion of the Loans In form.
- The SJPA must agree to and abide by the conditions of the lending organisation.
- The loan terms and details must be recorded as detailed in the SJPA Collections Information Policy.
- The condition of all loans will be checked on arrival and departure by the Archivist and/or an appointed conservation professional.
- The decision to loan in will be made by the Archivist.
- Loans in should not generally exceed 6 months. Long-term agreements and extensions are possible in exceptional circumstances.

Policy review

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