

Jersey Heritage

Jersey Archive Access Policy

Background

Jersey Heritage is committed to preserving and making accessible to members of the public the Island's unique written heritage which is stored at the Jersey Archive in secure, environmentally monitored conditions.

Jersey Heritage believes that all individuals either from the Jersey community or worldwide have a right to access the unique documents that give evidence of government accountability, legal title and precedence, Jersey's cultural identity, its people and environment.

This access policy focuses on the underlying principles which will ensure that all stakeholders are clear about their rights and responsibilities. Jersey Heritage recognises that a wide variety of stakeholders require access to the archival material held at the Jersey Archive.

Stakeholder groups include the States of Jersey, depositors of records, Jersey Heritage staff, members of the construction and legal professions, members of the media, research professionals, tax-payers who need access to documents for legal reasons, leisure users from the local community, heritage interest groups and those locally and world-wide who have an interest in Jersey's cultural heritage. Jersey Heritage aims to meet the needs of each group as far as current resources allow.

Legislation

Under the Public Records (Jersey) Law, 2002 Jersey Heritage and the Archivist appointed under the law are required to make public records within the open access period available to members of the public without charge as long as access is given simply by allowing a visitor to the premises where the record is kept to examine and makes notes from the record.

Standards

Jersey Heritage aims to meet the following standards of access:

- National Council on Archives, Public Services Quality Group. Standard for Access to Archive, 2008.
- The National Archives. Standard for Record Repositories, 2004.

General Principles

- Jersey Heritage aims to provide the widest possible access, given current resources, to records held at the Jersey Archive for members of the Jersey community and also for researchers worldwide.
- Jersey Heritage aims to ensure that access to archival material is available, without discrimination, to all members of the community, given current resources.
- Jersey Heritage seeks the views of the local community on the services provided at the Jersey Archive and will seek to respond to communications from the community.

- Comments and complaints procedures are in place at the Jersey Archive and are published on the Jersey Heritage website.
- Jersey Heritage is committed to participating in the Public Services Quality Group annual questionnaire to give users a structured avenue for feedback.
- Jersey Heritage will seek to provide greater access to the records at the Jersey Archive through new technologies and innovations.
- Jersey Heritage will ensure that information concerning access to archival records is widely published and communicated through leaflets, websites, talks, tours and the local media.
- Staff at Jersey Archive are guided by clear documentation and standards of service.
- Staff at Jersey Archive are appropriately trained to ensure that members of the public are assisted efficiently, professionally and courteously.
- Users of unique archival material are made aware of their responsibilities in helping to ensure the preservation of records through an induction process.
- New users of the Jersey Archive are given a welcome pack which includes guidelines on the use of documents, reading room regulations and services provided.
- Catalogues of archival material held at the Jersey Archive are available on-line and at Jersey Archive for researchers to consult.
- Restrictions on access to archival documents, should they contain sensitive personal data or be too fragile to handle, are communicated to users on the catalogue.
- Users are made aware of the processes in place for applying to view closed material.
- Users are able to obtain copies of the majority of archival documents within the guidelines of the Jersey Archive Reprographic Policy.
- Tours, talks and educational sessions promoting wider access to archival material are provided by Jersey Archive staff as far as current resources allow.
- The Jersey Archive building provides an appropriate and comfortable environment for access to archival documents.
- Users are made aware of target times for document delivery.

April 2009

Agreed by Jersey Heritage Board 15/05/2009