

Jersey Heritage

Policy for the Use of Collections by the Media

Background

The collections cared for by Jersey Heritage include archaeological finds, archive records, artworks, social history material and natural history material. The artworks, objects and items that form these collections can be used by the local or national media either for research purposes or to illustrate a news story. This policy seeks to clarify the processes through which the media can access collections and gives guidance on publication of images from the collections.

General Principles

- Jersey Heritage will endeavour to ensure that any publicly accessible object or document within its collections is made available to the media for research purposes.
- Subject to copyright legislation and payment of any fees levied Jersey Heritage will endeavour to ensure that any publicly accessible object or document within its collections is made available to the media for reproduction and publication.
- Jersey Heritage will not allow access to or reproduction of material that is in poor condition in the opinion of the Archive or the Museum Conservators.
- In the case of private deposits of archival material permission should be obtained by the media before any documents are used for filming/publication.
- Media companies are responsible for obtaining permission to reproduce any item still in copyright from the copyright owner.
- Media companies should acknowledge Jersey Heritage and any private depositors on the finished publication.
- Jersey Heritage welcomes discussion of ideas for future projects or programmes that may help to promote and preserve Jersey's cultural heritage.

Access

Jersey Heritage collections are stored at Augrès Store, Jersey Archive, Jersey Museum and La Hougue Bie and are on display at Jersey Museum, Maritime Museum, La Hougue Bie, Hamptonne, Mont Orgueil and Elizabeth Castle.

All enquiries from the media concerning access to collections for research or reproduction should be directed to:

- The Head of Archives and Collections for Archival Material
- The Curator of Archaeology for Archaeological Material
- The Museum Registrar for Social History and Art Collections.

Collections on Display

Media companies should sign a Location Agreement provided by the Museum Registrar and pay any fees levied before filming/photography is carried out at any Jersey Heritage Site.

Collections in Store

Jersey Archive

Research Visits

- Media researchers are welcome to visit the Jersey Archive to undertake research at any time within the normal opening hours. All researchers consulting the archives must register with the Jersey Archive and abide by archive regulations and reading room guidelines.

Filming/Photography of Archives

- Filming of archival material should normally be arranged with the Head of Archives and Collections giving at least one week notice. Items to be filmed should be identified and the correct references supplied prior to filming.
- Access will not be granted to any records that are closed to the public under the Public Records (Jersey) Law 2002 unless the media company has written permission from the owner of the records.
- The filming of archives can be undertaken in the Rose Room or Reading Room subject to staff and room availability.
- Filming will be supervised by staff at all times and can only take place at the Jersey Archive. All filming must stop at the request of the member of staff.
- Documents must be handled with care and respect. Media companies should abide by archive regulations and reading room guidelines at all times.
- Any weights, rests or protective materials supplied by the Jersey Archive must be used during filming.
- All positioning of documents will be carried out by Archive staff.
- Filming of the strongroom areas is only permitted with the permission of and subject to any conditions imposed by the Head of Archives and Collections.
- Filming must take place within normal office hours. If, for special reasons, filming needs to take place outside normal office hours permission must be obtained from the Head of Archives and Collections and an additional fee for out-of-hours filming will be charged.

- Facility and reproduction fees will be charged to national media companies for bodies filming archives or using the Archive premises. National media companies will be charged for any consultancy work.
- Appropriate permission forms should be signed by the media company and Head of Archives and Collections.
- Fees may be charged for any preliminary conservation work carried in order to ensure that the document is not harmed during filming.
- Local media companies will not normally be charged facility or reproduction fees. Permission forms should still be signed by the media company and Head of Archives and Collections.
- Jersey Heritage should be informed of the date/dates of any programme transmission/s and copies of the DVD or other relevant format should be sent to the Archive.

Jersey Museum/Augrès Store

Research Visits

- Media researchers should arrange their visit with the Museum Registrar, normally giving at least two weeks notice. Items to be viewed should be identified at this time.
- If possible, given the size of the objects to be viewed, research will take place by appointment at the Jersey Archive.
- Appointments must be made during the normal opening hours of the Jersey Archive.
- All researchers must register with the Jersey Archive and abide by archive regulations and reading room guidelines.

Filming/Photography of Objects/Artworks

- Filming of objects/artworks in store should be arranged with the Museum Registrar giving at least two weeks notice. Items to be filmed should be identified and the correct references supplied prior to filming.
- If possible, given the size of the objects/artworks to be viewed, filming will take place by appointment at the Jersey Archive.
- If items are too large or too fragile to be easily moved from storage Jersey Heritage will provide the media company with an image of the object for use subject to payment of fees and completion of permission forms.

- Filming will be supervised by staff at all times. All filming must stop at the request of the member of staff.
- Media companies should abide by any regulations imposed by the Museum Conservator.
- All positioning of objects/artworks will be carried out by Jersey Heritage staff.
- Filming of the storage areas is only permitted with the permission of and subject to any conditions imposed by the Head of Archives and Collections.
- Filming must take place within normal office hours. If, for special reasons, filming needs to take place outside normal office hours permission must be obtained and an additional fee for out-of-hours filming will be charged.
- Facility and reproduction fees will be charged to national media companies for bodies filming objects/artworks or using the Archive premises. National media companies will be charged for any consultancy work.
- Appropriate permission forms should be signed by the media company and Head of Archives and Collections or Museum Registrar.
- Fees may be charged for any preliminary conservation work carried in order to ensure that the object/artwork is not harmed during filming.
- Local media companies will not normally be charged facility or reproduction fees. Permission forms should still be signed by the media company and Head of Archives and Collections or Museum Registrar.
- Jersey Heritage should be informed of the date/dates of any programme transmission/s and copies of the DVD or other relevant format should be sent to the Archive.

La Hougue Bie

Research Visits

- Media researchers should arrange their visit with the Curator of Archaeology, normally giving at least two weeks notice.
- Items to be viewed should be identified at this time.
- Research will take place by appointment at La Hougue Bie.
- Media researchers wishing to view ethically sensitive collections such as human remains should be aware that they will be required to liaise with the Curator of Archaeology giving specific details on the reasons for their research.

Filming/Photography of Archaeological Finds

- Filming of archaeological finds in store should be arranged with the Curator of Archaeology giving at least two weeks notice. Items to be filmed should be identified and the correct references supplied prior to filming.
- Filming will take place by appointment at La Hougue Bie.
- Filming will be supervised by staff at all times. All filming must stop at the request of the member of staff.
- Media companies should abide by any regulations imposed by the Museum Conservator or Curator of Archaeology.
- All positioning of archaeological finds will be carried out by Jersey Heritage staff.
- Filming of the storage areas is only permitted with the permission of and subject to any conditions imposed by the Head of Archives and Collections.
- Filming must take place within normal office hours. If, for special reasons, filming needs to take place outside normal office hours permission must be obtained and an additional fee for out-of-hours filming will be charged.
- Facility and reproduction fees will be charged to national media companies for bodies filming archaeological finds or using the premises. National media companies will be charged for any consultancy work.
- Appropriate permission forms should be signed by the media company and Head of Archives and Collections or Curator of Archaeology.
- Fees may be charged for any preliminary conservation work carried in order to ensure that the object/artwork is not harmed during filming.
- Local media companies will not normally be charged facility or reproduction fees. Permission forms should still be signed by the media company and Head of Archives and Collections or Curator of Archaeology.
- Jersey Heritage should be informed of the date/dates of any programme transmission/s and copies of the DVD or other relevant format should be sent to the Archives.

Linda Romeril
Head of Archives and Collections
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Approved by JHT Board 22/05/2008