

## **Jersey Heritage**

### **Jersey Archive – Cataloguing Policy and Plan**

#### **Principles**

- To ensure that archive collections deposited with Jersey Heritage are catalogued, indexed and packaged to the highest archival standards set out by the International Council on Archives, National Council on Archives and the Society of Archivists
- To allow remote and on the spot access for all members of the public to information about the collections through the Jersey Heritage database
- To ensure that collections are catalogued according to set cataloguing priorities see appendix 1

#### **Standards**

- International Standard for Archival Description (G) which was adopted by the Committee on Descriptive Standards, Stockholm, Sweden, 19-22 September 1999: this was the final International Council on Archives approved version.
- Manual of Archival Description (3<sup>rd</sup> ed.), Michael Cook and Margaret Procter, 2000
- Rules for the Construction of Personal, Place and Corporate Names, National Council on Archives, 1997
- International Standard Archival Authority Record for Corporate Bodies, Persons and Families, International Council on Archives, 1996
- All cataloguing and indexing will be undertaken by professional archivists or members of staff under their supervision after appropriate training
- All staff are required by their conditions of service to maintain the Archives and Records Association Code of Conduct

#### **Strategy**

- To accession each collection within 1 week of it entering the custody of Jersey Heritage, thus establishing immediate intellectual and physical control
- To utilize a cataloguing database that has been specifically designed to meet the above standards
- To conform to a list of cataloguing priorities – see appendix 1
- The provenance of each collection will be recorded and considered whilst the collection is being catalogued
- The conditions of deposit of collections will be respected at all times

- Any research required to achieve a complete catalogue of the collection will be undertaken by Jersey Archive staff
- Each item record will be indexed by place, name, subject and date – these terms will be entered according to the above standards
- A free text search will be available over the entire database
- The public database will allow various levels of searching by all types of users to the catalogued collections held by the Jersey Archive
- The catalogue will be accessible world wide through the Internet
- Training will be given to all staff on the cataloguing and indexing standards used

### **Plan**

- To monitor current and future professional standards
- To maintain an annual list of cataloguing priorities and identify collections as high, medium or low priority as they are accessioned
- To continue to employ fully qualified archivists to undertake cataloguing projects
- To maintain and develop the online catalogue to allow world wide access to catalogues
- To monitor the backlog and report the current figure to the States of Jersey in the Archivist's Annual Report
- To ensure that digital and paper records are catalogued on the adlib system and can be searched for by users using the same search techniques

### **Appendix 1**

#### **Jersey Archive - Cataloguing Priorities**

##### **Principles**

The following principles will be considered when assessing the cataloguing priority of each new Archive Collection:

- Whether the collection is of use or importance to members of the public using the Jersey Archive for research purposes.
- Whether the collection is of historical importance to the Island of Jersey.
- Whether the collection has been stored in poor conditions and would benefit from repackaging in acid free material.

- The provenance of the collection.
- Whether the depositor will access the collection on a regular basis.
- The size of the collection.
- The depth of description required and time a full catalogue of the collection would take.
- Any current finding aids e.g. inventories which already exist.
- Any closure periods on the collection.

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