

Jersey Heritage

Jersey Archive – Conservation and Preservation Plan

Aims

- To ensure the preservation of all archival materials held by Jersey Heritage
- To ensure conservation services are of the highest standards

Responsibilities

Jersey Archive employs an Archive Conservator who manages all conservation and preservation activities and a Trainee Conservator. The Conservators are based in the purpose-built Conservation Laboratory at Jersey Archive and is responsible for training and supervising other JA Staff or JA Volunteers during cleaning and packaging projects.

Preservation Strategy

- To house records in the best achievable stable environmental conditions for the media of the record, conforming to BS 4971:2017 Conservation and care of archive and library collections and EN 16893:2018 Conservation of Cultural Heritage. Includes environmental and pest monitoring and data storage.
- To maintain an up-to-date disaster plan and to train relevant staff in disaster recovery and the implementation of the plan. To ensure that basic recovery materials are available and accessible during a disaster situation.
- To ensure fire and intruder detection systems will be regularly tested and maintained.
- All records will be packed, wrapped, enclosed and boxed according to best archival practice, conforming to those guidelines set out in BS 4971:2017 Conservation and care of archive and library collections.
- To ensure records will be accessioned, listed, numbered and packed by professional archivists or members of staff under their supervision.
- All newly accessioned material will be inspected, quarantined and treated, if necessary, before being allowed to be located in the storage areas.
- To provide users with adequate facilities for the safe handling of material and to ensure enforcement of reading room regulations and to instil a sense of responsibility in our users.
- To withdraw records from public access if it is considered that they would be at risk from handling or over use, but to provide substitute copies when possible. Where withdrawn material is requested this will increase its priority for conservation or digitisation.
- No records will be copied if to do so would damage the original item.

- To promote good practice in the handling and transportation of records, whatever their format. To provide handling training to all new staff and volunteers and to provide refresher training to all existing staff.
- Where a surrogate is available this will be used in preference to the original. To ensure preservation copies of certain documents are produced, that have been identified as being at risk of damage due to instability or high demand.
- To ensure a Preservation Assessment Survey is conducted every five years to provide baseline data and guidance on out preservation and conservation priorities.
- To ensure all exhibitions of records held by the Jersey Archive will be prepared by Archive staff and will be subject to conditions for security, safety and environmental conditions as laid down by the Archive. To encourage the use of facsimiles where possible.

Conservation Strategy

- All interventive conservation work undertaken will conform to the highest standards, including guidelines set out in BS 4971:2017 Conservation and care of archive and library collections of conservation practice using the best quality materials. All processes used should be fully reversible, they should not alter the evidential value of the item, nor weaken or damage it, and only the minimum amount of action necessary to conserve the item should be applied.
- All conservation work will be undertaken or supervised by the Archive Conservator. Suitably qualified external Conservators may be employed once written work proposals and quotations have been received and discussed with the Archive Conservator.
- Conservation Priorities will be assessed depending on the following criteria, the results of the Preservation Assessment Surveys, condition rating, public demand or demand for exhibition purposes, historical significance and affordability.
- To maintain records of all conservation requirements and document all work carried out.

Other

- To provide an advisory service to the owners and guardians of records not in the care of the Jersey Archive regarding matters of conservation and preservation.

March 2000

Reviewed June 2009

Reviewed and updated July 2014

Reviewed and updated September 2020