

Jersey Heritage Collections Care and Conservation Policy

Policy Aims

- To ensure the long term preservation of all collections held in the care of Jersey Heritage.
- To store and display the collections in the best achievable secure, stable environmental conditions.
- To provide adequate facilities for the safe handling and secure transport of collections.
- To maintain up-to-date disaster plans which is accessible to all relevant staff.
- To ensure conservation services are of the highest standards.
- To seek peer review of documentation and other collection care management procedures on a regular basis.
- To prioritise collections care work in line with the strategic goals of the organisation
- To carry out risk assessments of collections to inform collections care and conservation priorities.
- To complete regular reviews of storage areas highlighting space issues and potential for re-arrangement and improvement.

Compliance with Policy Aims

Collections Care

1 Storage

All items in the care of Jersey Heritage are stored in conditions that prevent, as far as possible, any damage, deterioration or loss and which allow them to be studied or displayed as required.

Environmental conditions in stores are assessed against BS 4971:2017 Conservation and care of archive and library collections and EN 16893:2018 Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections.

The majority of items in the care of Jersey Heritage are stored at one of two main sites both of which contain purpose built repositories that are environmentally monitored electronically and have fire control systems. Items are stored in smaller storage areas at Jersey Heritage sites (see below) which are visited weekly by the

Conservator to check environmental conditions. The following list gives details of each store:

- Archive Stores. The building is purpose built using thermal inertia to make maximum use of passive control but with the ability to control humidity using portable dehumidifiers. It has fixed and mobile racking and fire control systems. Photographic collections are stored in fully controlled cold stores.
- Reserve Collections Store. The store is purpose built with humidity control, fixed and mobile racking and fire control systems.
- Secure Store. Humidity and temperature are controlled within an air-conditioned building. There is a system of fixed shelving and boxing.
- Costume Store. Humidity and temperature are controlled within an air-conditioned building. There is a system of mobile and fixed racking and all objects are boxed. It should be noted that the space is inadequate for the demands of the collection.
- Sir Francis Cook Store. Mobile racking in a humidity-controlled store.
- Art Store. Mobile and fixed racking with plan chests used for some material. Humidity controlled within an uncontrolled building.
- Société Jersiaise Stores. The herbarium and egg collections are stored in environmentally controlled stores. The entomology collection is also stored in purpose-built cabinets. The stores are covered by the Jersey Heritage disaster plan but not administered by Jersey Heritage.

Where appropriate collections in store are packed, wrapped, enclosed and boxed in accordance with best practice. All collections are checked for dirt, mould and insect damage before they enter the storage areas which are regularly monitored for insect infestations.

2 Display

Items are displayed according to current professional best practice. Therefore, when items are displayed, care is taken to limit their physical deterioration as far as possible within the constraints of their being exhibited. Only conservation grade materials are used in their mounts and cases. Light, humidity and other environmental factors are controlled as far as is practicable. In extreme cases, the conservator may advise against an item's display on the grounds of its vulnerability to damage.

Conservators are involved in the process of planning exhibitions and will target remedial conservation work at collections most often requested for loan, display or research.

3 Handling

Staff, volunteers and members of the public, where appropriate, are provided with adequate advice, facilities, equipment and training for the safe handling of material. Collections care and conservation issues are communicated to the public online, through leaflets and articles as well as direct contact with staff.

4 Security

Jersey Heritage is committed to the security of the collections in its care and we act to ensure that all possible measures are taken to prevent loss or damage to items on display or in store.

Where appropriate, all sites are protected by fire and intruder alarms which are tested and regularly maintained. All cases are professionally made and some specific cases are separately alarmed. Security arrangements are reviewed by an external body every 5 years.

Access to displayed items or items in store is through designated staff only and storage of new items is allocated and logged by the registrar and archivist, working with the conservators.

5 Loans

When collection items are loaned to other institutions, full condition reports on the items are prepared by a conservator. The item is then checked against this report on its return from loan. A conservator will pack the item for transportation and if the item is to be hand couriered, this will be done by a conservator or a briefed member of staff.

Borrowing institutions are required to provide a facilities report which is checked by the registrar and conservator with further questions being asked if necessary. Institutions are also required to sign and agree a conditions of loan document that includes sections on environment, security, insurance and couriers.

6 Risk Management

Collections risk management is incorporated in the planning of all new Jersey Heritage projects. Low-level ongoing threats to collections such as those caused by inappropriate environments are dealt with at the building stage of each new exhibition or store. More catastrophic threats are dealt with by a specific all sites disaster plan that outlines the course of action and responsibilities in the event of flooding, fire, power failure etc. A team, lead by the two conservators, has been trained to carry out the plan's instructions. Disaster team practices and the plan updates are arranged every six months.

Routine audits of the collection are carried out annually in the first full week of December to ensure that no items have been misplaced. A sample percentage of the collections at all sites is taken. A full audit of the secure store is conducted annually.

Every five years a full collections care audit is taken in line with the National Preservation Office guidelines to monitor the condition of the collections.

Conservation

Two professionally qualified conservators are employed by Jersey Heritage. The conservators share a fully equipped laboratory at Jersey Archive with supplementary laboratory at La Hougue Bie for on-site project work. Teams of volunteers work on the collections under the relevant conservator's supervision.

All conservation work undertaken conforms to the highest standards, following current professional guidelines as set out by BS4971: Repair and allied processes for the conservation of documents, the European Confederation of Conservator-Restorers' Organisations (ECCO), the Institute of Conservation (Icon), the Museums Association and the Archives and Records Association.

For areas outside the experience of our own conservators, it is the policy of Jersey Heritage to employ other conservators on a consultancy basis and invest in training where appropriate.

The conservators, where appropriate, will offer advice and assistance to individuals and organisations on matters of preservation and conservation.

The conservators are responsible for the maintenance and care of conservation records, stored on the central computer database, as well as a photographic record of conservation work.

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