

## **Jersey Heritage Collections Information Policy**

### **Policy Aims**

- To ensure that collections, their location, movement and information relating to them is recorded on a fully searchable information retrieval system.
- To maintain an up to date documentation procedures manual.
- To prioritise the cataloguing of items and objects on conservation and access grounds.
- To ensure that relevant cataloguing standards and legal requirements are met.
- To provide a collections enquiry service for members of the public.
- To ensure that vital documentation records are identified and protected.
- To ensure that annual audits of the locations of a percentage of the collections take place and that procedures are in place to take remedial action in the event of misplaced collections.

### **Compliance with Policy Aims**

#### **1 Information Retrieval System**

Jersey Heritage uses the ADLIB database to accession, catalogue and index all items in its care. The Jersey Heritage Online Catalogue is available for members of the public to view at the Jersey Archive and world-wide via the Jersey Heritage website. Jersey Heritage is committed to maintaining and updating the ADLIB system.

#### **2 Legal Requirements**

Jersey Heritage has legal requirements under the Public Records (Jersey) Law, 2002 which relate to the selection, storage of and access to archival material.

#### **3 Documentation Procedures**

Jersey Heritage maintains detailed information relating to documentation in documentation procedures manuals.

All procedures for museum collections comply with SPECTRUM 5.0 - the UK Standard for Collections Management. All procedures for archive collections comply with ISAD(G): General International Standard Archival Description. The manuals are updated and reviewed on a regular basis.

#### **4 Cataloguing priorities**

Jersey Heritage aims to catalogue all items to be used in display and any items that are loaned out of the immediate care of Jersey Heritage. Cataloguing priorities are then established by using the following criteria: potential use of the collection, if the collection was purchased, conservation needs, current finding aids, closure periods (for archive collections), size and depth of description.

## **5 Cataloguing Standards**

Jersey Heritage meets the following documentation standards; Spectrum 5.0, ISAD(G): General International Standard Archival Description, Rules for the Construction of Personal, Place and Corporate Names, National Council on Archives and International Standard Archival Authority Record for Corporate Bodies, Persons and Families, International Council on Archives.

Jersey Heritage is committed to meeting the Museum Association and Archives and Records Association codes of ethics.

## **6 Information Services**

Jersey Heritage operates an enquiry service allowing members of the public to make enquiries about our collections in person or via telephone, fax, post or e-mail.

The online catalogue allows members of the public to comment on specific documents or objects and to order copies of material online.

## **7 Vital Records**

Jersey Heritage ensures that check and update are made of the ADLIB information retrieval system, thus ensuring the vital documentation records are protected in the event of a disaster. Monthly backup tapes are stored off site.

Jersey Heritage accession registers are identified and prioritised in the Jersey Heritage disaster plan.

## **8 Annual Stock Take**

Jersey Heritage undertakes an annual stock take of a percentage of the locations and recorded information of its collections. As a result of the stock take documentation is updated and remedial action is taken as required, following discovery of missing objects, wrongly or inadequately documented objects, or undocumented objects.

The stock take also includes an external audit of a random sample of items within the collections.

**Approved by Jersey Heritage Board: 22 September 2020**