

## Collections Management Framework

### Background

In January 2009 the British Standards Institute released the Code of Practice for Cultural Collections Management – PAS 197:2009. The code gives:

‘recommendations for the management of cultural collections by collecting organisations such as archives, libraries, museum...’

The code covers ‘the provision, implementation and maintenance of a collections management framework, including policies, processes and procedures for:

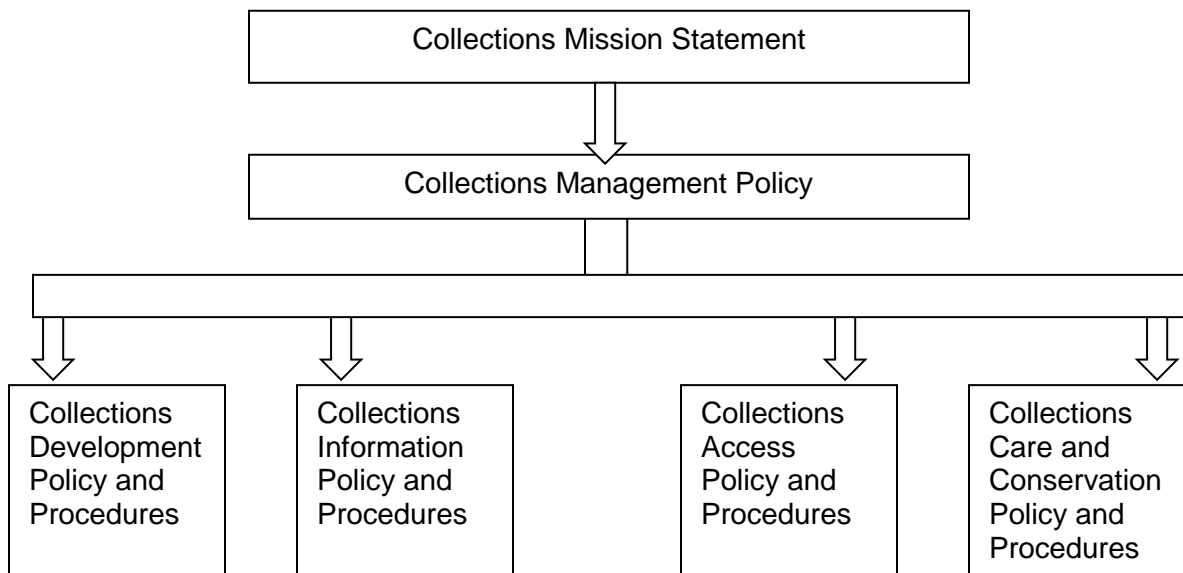
- collections development;
- collections information;
- collections access; and;
- collections care and conservation.

The following collections management policy has been structured according to the recommendations in the Code of Practice.

The Collections Management Framework with all associated policies was reviewed against the standard in 2020.

The date of next review for the Collections Management Framework is 2025.

The code divides the Collections Management Framework as follows:



## **Collecting Mission Statement**

Jersey Heritage shall collect, document, preserve and make widely accessible unique collections of artefacts, works of art, archival material, specimens and information relating to the history, culture and environment of the Bailiwick of Jersey. These collections define the island, hold the evidence for its historical development and act as the community's memory thus promoting an inclusive sense of belonging and pride in the Island, advancing the cause of its heritage and supporting its cultural identity.

## **Collections Management Policy**

### **Legal and Statutory Background**

On 16 March 1982, the States of Jersey adopted a Law granting an Act of Incorporation to Jersey Heritage. The law received Royal Sanction on 18 May 1983 and was registered in the Royal Court on 3 June 1983 (L.7/83). A new Constitution for Jersey Heritage was adopted by the Board of Trustees on 26 November 2018.

On 27 October 1992, the States of Jersey unanimously approved the proposition of the Policy and Resources Committee, P99/92, that an archives service for Jersey should be established by Jersey Heritage.

Public Records legislation was enacted by the States of Jersey on 10 September 2002 and became law on 1 August 2003 appointing Jersey Heritage as custodian of public records and the Archivist as responsible for the selection and preservation of such records.

### **Collecting Principles**

Jersey Heritage collects objects and archival items associated with all aspects of Jersey history from the earliest times to the present day. There is a general presumption, against the collection of objects with no connection with the Island except where they are to be used for comparative purposes.

Jersey Heritage maintains agreements with its principle depositors stating the terms and conditions under which collections are held. Jersey Heritage also accepts donations of collections.

### **Standards and Legal Compliance**

Jersey Heritage is committed to complying with all relevant legal requirements placed on the organisation which include the Public Records (Jersey) Law, 2002, the Data Protection (Jersey) Law, 2018 and the Freedom of Information (Jersey) Law, 2011.

Jersey Heritage is also committed to complying with relevant national and international professional standards such as the Arts Council, England Accreditation Scheme, Spectrum, the UK Archive Accreditation Standard, the Collections Management Publicly Available Specification PAS 197:2009, 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. .

Jersey Heritage is committed to managing and developing its collections within the ethical codes set out by the Museums Association and Archives and Records Association. Jersey Heritage also observes due diligence in the management of the collection by following the UNESCO guidelines on combating illicit trade.

### **Responsibility**

Overall responsibility for the collections rests with the Chief Executive. Management responsibility for collections management including documentation, access to information about the collections, conservation, security and storage lies with the Archives and Collections Director. Management responsibility for interpretation programmes – major projects, permanent and temporary exhibitions and displays, outreach and community projects lies with the Curation and Experience Director.

Relevant collections staff are professionally trained and are members of professional bodies. Jersey Heritage is committed to appointing and developing professional staff through appropriate training events. All staff are given appropriate training in documentation and handling procedures.

### **Review**

Collections management policies and procedures are reviewed on a regular basis internally by the Collections Team. Policies are reviewed formally every 5 years and are taken to the Jersey Heritage Board for approval. External review of policies is also undertaken where appropriate. Collections management performance indicators are collected quarterly and act as tool for reviewing and objective setting.

### **Public Access**

Overarching collections management policies and principles are made available to the public via the Jersey Heritage website.

### **Policies**

Detailed policies concerning collections development, acquisition and disposal, collections information, collections access and collections care and conservation are available.

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