

Jersey Heritage Collections Access Policy

Policy Aims

- To promote the widest possible access to the collections of Jersey Heritage both within the community and internationally.
- To borrow from and lend items to other appropriate institutions and individuals to ensure the widest possible use of the collections.
- To develop the online catalogue and digitise collections to allow worldwide access.
- To use surrogates and provide handling training to ensure that damage to collections through access is limited.
- To ensure that all users needs are considered when providing access to collections.
- To ensure that access to collections is in line with relevant legislation.
- To balance the demands of collections access against the long-term care of each item.
- To meet the aims of the Jersey Heritage Access Policy

Compliance with Policy Aims

1 Access to Collections

Jersey Heritage is committed to promoting wide access to the collections it holds through exhibitions at its sites, access in person at the Jersey Archive and museum stores and virtual access through the Jersey Heritage online catalogue.

Archive material can be viewed at the Jersey Archive without appointment during opening hours. Members of the public must provide ID and register as a reader before viewing original material.

Any object or work of art kept in store may be viewed by appointment by researchers with relevant Collections Management staff when it is practical to do so. No enquirer is left alone in a store without prior consent from the Collections Management team.

Jersey Heritage makes the collections available for displays, handling sessions, workshops, events and community based projects as long as preservation and conservation needs are met.

Jersey Heritage's publications policy is to produce publications in all medias including electronic that: interpret sites, interpret specific features at or associated with its sites, interpret or give access to parts of the collections, support special

exhibitions or other projects. publishes new research associated with collections or sites.

Jersey Heritage's education policy is to facilitate learning through the interpretation of collections and sites in an engaging way so that the opportunity is presented to everyone to enrich their lives through an appreciation of Jersey's culture and heritage which we believe to be their right

2 Loans Policy

Jersey Heritage lends material to develop as wide as possible use for collections. Material is borrowed by Jersey Heritage to support exhibitions and display projects.

Items are borrowed only for exhibition. It is not the policy of the Trust to accept on loan material that will only be stored. This would take resources away from the care of other collections.

Realistic periods of loan must be retained if it is to be possible to keep adequate records of incoming loans. It is not, therefore, the policy of Jersey Heritage to accept objects to add to the museum collections on 'permanent' loan. Loan agreements, both in and out, are reviewed annually.

Jersey Heritage charges an administration fee for outgoing loans to other cultural institutions. All other costs such as packing, transport and courier expenses are met by the borrowing institution.

Jersey Heritage operates a loan scheme in which items from the collections are loaned to public institutions; there is no charge for this service. Any loans of objects to commercial institutions are charged on a scale of charges agreed by the Collections Management Team.

Loans procedures are detailed in the documentation procedures manual.

3 Display of Items

An annual programme of interpretative developments is produced on a site-by-site basis. These include maintenance of existing displays, additions to permanent displays and temporary exhibits. Items from the collections are also loaned to other museums and agencies.

4 Surrogates

Jersey Heritage will use surrogate facsimiles of items in exhibitions if display would cause permanent damage to original items. Surrogates may also be loaned to other museums and agencies if use of original items would cause significant levels of or permanent damage.

5 Digitisation

Jersey Heritage has a digitisation programme for both archive and museum collections, documents and objects are photographed and images placed online to facilitate access to the collections at any time and from any location.

6 Collection Handling

Handling of original items for research purposes is always supervised by a member of staff. Archive collections are handled by researchers on a regular basis and all members of the public are provided with a copy of the Jersey Heritage handling regulations and asked to watch a short video on handling documents.

Jersey Heritage has a handling collection of objects that can be used for educational visits, reminiscence sessions and general interaction at sites.

7 Users

Jersey Heritage is committed to identifying user's needs and ensuring that any barriers that relate to access to the collections cared for by Jersey Heritage are managed appropriately.

All Jersey Heritage sites which display objects from the collections have disabled parking and access as far as the nature of the site will allow. Some historic sites have features, such as stairs, that provide only limited access to certain parts of the sites.

The Jersey Archive has a hearing loop and facilities for the visually impaired who wish to access the material held.

Access to the collections can be prohibited on preservation grounds, however lists of unusable collections are held at the Jersey Archive and the Conservator ensures that items with a high public interest are given priority when preparing items for conservation.

8 Commercial Access to Collections

Media access to the collections held by Jersey Heritage is governed by the Jersey Heritage media policy. Commercial use of the collections will always be assessed against intellectual property constraints.

9 Legislation

Jersey Heritage will manage public access to collections within the current legislative framework. The Public Records (Jersey) Law, 2002, Data Protection (Jersey) Law, 2018 and Freedom of Information (Jersey) Law, 2011 will be considered before access is given to items within the collections.

10 Collections Care

Jersey Heritage is committed to balancing the demands of access to collections against their long-term care. Before collections are exhibited risk assessments are undertaken and research collections are only made available if they are in a suitable condition for handling by members of the public. See Collections Care and Conservation policy for more information.

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