WELCOME TO THE JERSEY ARCHIVE

Dear Reader

You are now a registered reader at the Jersey Archive which is part of Jersey Heritage, a charitable association responsible for caring for the Island's unique heritage. Jersey Heritage aims to promote wide access to our historic environment and to preserve our culture for future generations. The Jersey Archive is just one of the facilities where we seek to achieve these key aims.

Jersey Heritage was given the responsibility for setting up an archives service for Jersey in 1992. The Jersey Archive was planned and built by Jersey Heritage and opened to the public on 25 July 2000.

All our catalogues and indexes are available on computers in the Reception and Helpdesk areas. When you wish to order an item to look at in the Reading Room, the system will ask you to enter your reader card number. You do this by scanning in the barcode on the back of the ticket with the device located beside the computers. When the document arrives in the Reading Room it will be issued to you by the supervisor and you are responsible for the safety of the item until you personally return it.

You may wish to look at the catalogue online via: https://catalogue.jerseyheritage.org/. You can order the documents you wish to see in advance of your visit by emailing archives@jerseyheritage.org but it is important to allow 24 hours notice. If your visit is less than 24 hours away, please ring us on 833300 to place your order.

Security for the unique archives in our care is a high priority and the reader card with which you have been issued is part of our security system. The card allows you to order material from the strongrooms and allows us to track every single item in the collections. It is vital that you bring this card with you whenever you come to the Archive. Without it we are unable to produce items for you from the strongrooms.

By registering for a reader card you undertake to protect the Island's valuable archive material and to conform to certain regulations and good practice. Copies of our archive policies are available on request and on our website.

If you have any difficulties using the facilities here at the Archive please do not hesitate to speak to a member of staff We also welcome any suggestions or comments you might have about the services we provide. We hope that you will enjoy the time that you spend at the Jersey Archive and wish you good luck in your research.

Linda Romeril
Archives and Collections Director

The data collected from you will be processed in compliance with the Data Protection (Jersey) Law. The information will only be used for internal administration purposes and will not be disclosed to any other 'third party' unless required by statute or by obtaining your express approval.

ARCHIVE REGULATIONS

JERSEY HERITAGE

Registering as an Archive Reader

All readers are required to register and obtain a Jersey Archive reader card at Reception. To register readers must produce an acceptable form of photographic identification - either a driving licence or passport. No items can be produced from the strongroom for you without your reader card.

When you register for your Jersey Archive reader card, you agree to comply with the Archive Regulations and Guidelines for Handling Archive Materials. Failure to comply with these regulations may result in the cancellation of your reader card.

Viewing documents

Your reader card gives you access to the Reading Room, where original sources are produced for study under supervision. These documents have been chosen for permanent preservation and must be handled with care and respect, regardless of their age.

The Archives and Collections Director reserves the right to withhold from public consultation any document that is fragile and liable to damage from handling or copying.

Where a copy exists of an original record readers are required to use it to prevent wear and tear on the original. Facilities for the use of microfilm and microfiche copies are available in the Reading Room and digital copies may be available to view on one of our computers in the Helpdesk or Reading Room areas.

Most records are available for consultation except where there is statutory provision to the contrary or restrictions are in place because of reasons of confidentiality. These records are closed to the public until they reach a certain age and are clearly marked on the catalogue.

Your Registration Pack contains Guidelines for Handling Archive Materials, which will help you to avoid soiling or accidentally damaging documents. Please read these before using the Reading Room.

When in the Reading Room

Documents must never be taken out of the Reading Room.

All documents must be issued to you by the member of staff in Reading Room and returned by you to them.

You should not use any items which could damage archive materials, for example: ink, felt or fibre tip pens, biros, hand held copiers and scanners, scissors, knives, staplers, glue, self adhesive tape and correction fluid.

To avoid indelible accidental marks on documents, you may only use pencils for writing. Sharpen them away from the documents; there is a sharpener available in the Reading Room.

If you would like to take your own photographs of any documents, please speak to the member of staff in the Reading Room. Self-copying of documents is not allowed.

The format or condition of archive materials may preclude copying, and there are also copyright regulations to be observed.

Please ask archive staff for permission to trace documents and maps, or to arrange copying. A copy of the **Jersey Archive Reprographic Policy** is available.

The Archives and Collections Director reserves the right to ask any reader or person accompanying a reader to leave the Reading Room should they be causing a disturbance to other users.

Use of mobile phones is not allowed in the Reading Room; please switch them to silent.

The Reading Room is a place of quiet study. Please try not to disturb others.

A refreshment area has been provided, where you can eat, drink, read your newspaper, or use your mobile telephone. These activities are not allowed in the Reading Room. This includes eating sweets and chewing gum.

REGISTERING AS A READER AT JERSEY ARCHIVE

All readers at Jersey Archive are asked to register with Jersey Heritage. By registering as a reader you will be able to order archival documents from our strongrooms.

If you do not choose to register as a reader you may still use the online catalogue and the indexes at our help desk but you will not be able to view any original material.

Jersey Heritage collects your personal data for the following purposes:

- To track the movement and security of original documents
- To allow us to contact readers should documents be misplaced
- To process your requests for reproduction or research services
- To monitor research interests of readers of Jersey Archive
- To monitor membership of Jersey Heritage

If you give your consent by providing your email and selecting the correct option when registering, we will also use your personal data to contact you and notify you of any special events, organisational developments and promotions offered by Jersey Heritage.

You can remove this consent for marketing at any time by contacting enquiries@jerseyheritage.org or simply unsubscribing from our e-shots.

When registering as a reader photographic ID such as a passport or driving licence must be produced.

The following information is required and will be held electronically by Jersey Heritage:

- Name
- Postal Address

Storage of Personal Data

Reader registration data is stored electronically on the Jersey Heritage servers. Backup copies of data are stored on site at Jersey Heritage properties.

Data will be stored on the archive reader database for 5 years. Your registration details will then be deleted from database and held in an export file to establish audit and security trails of documents ordered.

Your data will not be disclosed to any other ‘3rd party’ unless required by statute or by obtaining your express approval.

For more information please see the Jersey Heritage Privacy Policy or contact: dpo@jerseyheritage.org

GUIDELINES FOR HANDLING ARCHIVE MATERIALS

JERSEY HERITAGE

Please help us to preserve Jersey's archival heritage by observing the following guidelines. They are all intended to reduce wear, soiling, and accidental damage to the archive materials, and to ensure you have an enjoyable and productive visit.

- Archive materials may vary in format and condition.
- If you are unsure that you are handling them correctly, please ask a member of the Archive staff.
- Report damaged documents to the Archive staff.
- Ensure that you have clean hands before touching documents.
- To avoid indelible accidental marks on documents, you may only use pencils for writing.
- Position archive materials safely on the table. Do not let them overhang the table edge or put them on the floor or chair. Do not cover or stack them with other items. Keep them out of direct sunlight.
- Handle documents as little as possible. It helps if you do not hold the document or volume you are studying; it should be placed flat on the table or on a support. Restraining weights, supports, transparent sleeves and visual aids are available at the Reading Room desk.
- The text on the surface of documents should not be touched because the ink may be fragile and easily rubbed off. Use a clean sheet of paper to follow a line of text, not your finger. We provide slips of acid free paper at the Reading Room desk.
- Do not press or lean on the documents when taking notes.
- Sharpen pencils away from the documents.
- You should never lick your fingers to turn a page.
- The surfaces of microfilm, microfiche, and photographic prints and negatives are damaged by finger marks. Avoid this by holding them by their edges and wearing cotton gloves when studying photographic materials, if they are not already in transparent sleeves. Please borrow cotton gloves from the Reading Room desk.
- The historical or legal validity of the documents might be compromised if later marks are made or if any of the evidence is erased. Therefore, never mark documents or erase any part of them. Please keep loose documents in order.
- You should not crease, fold or bend documents unless they are given to you in a folded state. If you have difficulty handling folded or rolled documents, please ask for advice and assistance.
- Re-box or re-tie documents with care. Cotton tape should be tied with a bow rather than a knot.

Thank you for your co-operation in helping us to preserve Jersey's archival heritage.

REPROGRAPHIC POLICY

JERSEY HERITAGE

Basic principles

The first duty of the Jersey Archive is the care and permanent preservation of the archives in its custody. Therefore, acknowledging that many users of archive material will request copies, the Jersey Archive will endeavour to accommodate these requests providing that this will not damage the item or threaten its long-term preservation.

All currently available reprographic methods expose archive material to risk of permanent damage. Some methods, such as photocopying, expose the item to physical stress because of the manner in which the item must be positioned in order to take a copy. The majority of methods expose the items to excessive UV levels and in many cases to bursts of heat which damage the physical and chemical structure of the media.

The decision to copy an item must take into account these risks, the physical format and condition of each item, the method of copying proposed and the frequency with which copies of specific items are requested.

In addition there may be copyright or restrictions imposed by the depositor which will affect the decision as to whether or not a copy can be made.

General Regulations

- No copies will be made or allowed to be made unless a copyright declaration form has been completed and signed by the reader.
- No copies will be made where they would contravene current copyright legislation or the terms of deposit.
- Fees are charged for all copying.
- Copyright in any copies produced by the Jersey Archive, in most cases, belongs to Jersey Heritage.
- The use of personal or hand held copiers or scanners is strictly forbidden.
- No cameras of any sort may be used without permission.
- Only Jersey Archive staff may use the photocopier.
- The decision of the Archives and Collections Director concerning the making of any copies is final.

Copyright

- Jersey is governed by the Intellectual Property (Unregistered Rights) (Jersey) Law, 2011.
- Copyright law lays down the subsistence, ownership and duration of copyright and protects intellectual property.
- It should never be assumed that the copyright residing in a document in the care of the Jersey Archive is vested in Jersey Heritage or in the depositor.
- However, as a rule, single copies of documents are permitted for research or private study.
- Any breach of copyright in later use of the copies falls on the person for whom they were made.

TABLE OF FEES

JERSEY HERITAGE

Research fees

There is no charge for consultation of records in person at Jersey Archive, or for giving advice on available sources for research in reply to written or telephone enquiries.

Time for extensive research by Archive staff is limited. However, staff can undertake research of the records on behalf of those unavailable to visit in person. The charge for this service is £30 per hour or part thereof.

Online charges - subscription and pay-per-view

Annual subscription to the Jersey Heritage Online Catalogue is available at a price of £40 per year or £30 if you are a member of Jersey Heritage or the Channel Islands Family History Society.

For details of how to subscribe please go to: https://catalogue.jerseyheritage.org/subscribing/

For benefits of subscription please go to: https://catalogue.jerseyheritage.org/benefits-of-subscription/

Many records are also now available to purchase on the Online Catalogue on a pay per view basis. Please go to: https://catalogue.jerseyheritage.org/ to search.

Photocopies

Printed photocopies of items viewed in person are £1 per page.

Digitising a simple flat sheet job A3 and under is a minimum of £5 per item.

More complex copying of volumes and oversize items are a minimum of £15 per item (or half an hour's work).

Archive staff can quote for large photocopy orders.

Certified copies

The Jersey Archive can provide a letter signed by a member of Archive staff to certify the authenticity of a photocopy or provide details of information from a document. The charge for this service is £15.

Baptism certificates

The Jersey Archive can produce Anglican and Methodist baptism certificates, from registers we hold, at a charge of £20.

Digital photography

Readers can use their own camera, mobile phones or tablets in the Reading Room and Helpdesk to take images of documents at the discretion of the archivist on duty. Flash cannot be used and the correct copyright declaration form must be completed. A digital image license costs £10 per day.

Maps and plans

Jersey Archive can scan large maps and plans up to A0 and our largest print size is A3. The Archive can scan larger maps or plans in sections as long as this does not damage the documents.

Prices are available on application for copying maps and plans and may be charged by the hour.

Legal and professional charges

When full details of the Court Register, names of parties and dates are specified, the charge for retrieving, scanning and printing/emailing each case is £30.

When full details are not provided and we need to search the registers on your behalf, the research and copying will be £30 per 30 minutes or part thereof.

If a member of staff from a legal firm visits the Archive and searches for the case in person the charge for copies will be in line with normal copying charges.

Jersey Film Archive

All films from the Jersey Film Archive have been digitised. Copies of films from the Jersey Film Archive can be provided for research purposes at £25 per film. These files will be sent digitally.

If a film has not been digitised it may not be possible to copy it. If it is possible we will quote a price on application.

Sound recordings

We can provide copies of sound recordings as digital files for research purposes. The cost is £15 per recording.

If it has not been digitised we will quote a price on application.

Moving images/Still images publication fees

Jersey Heritage charges a use fee for any items from our collection that are to be published or exhibited in any print, photographic or electronic media. To do this you must get permission from the Archives and Collections Director and fill in an appropriate publication permission form. Price on application.

Loan fees

Jersey Heritage loans objects within the collection to other institutions that meet our loan conditions. Applications to loan items from the collections will be considered by the Collections Management Team and an administration fee will be charged. Please contact curators@jerseyheritage.org with any enquiries.

Historic Environment Record (HER)

The Jersey HER is available to view online (https://her.jerseyheritage.org/) or at Jersey Archive. There is no charge for viewing the HER or for downloading or printing data for research purposes on your personal devices.

Charges associated with the HER are as follows:

- Historic Environment staff research time - £30 per hour.
- Print from the HER at Jersey Archive - £1 per page.
- A researcher can request a shapefile from GIS mapping up to a maximum 1km radius from a particular Heritage Asset. £100 per shapefile.