Access Policy

Our objective is to provide access to photographic materials in our collection, which relate to the people, culture, environment and history of Jersey, to promote research, knowledge and enjoyment of our shared heritage, to the widest possible audience.

Access is available on the following terms:

1. The primary route for access to the photographic collection is through the online catalogue.

2. Users can book appointments to visit the archive on Wednesdays only due to staff commitments. A minimum of one week’s notice will be required to book a visit and if users wish to view archive items they must be requested in advance. Appointments can also be used to discuss private collections or specific areas of photographic research. There is no charge for booking an appointment and generally they should last no longer than one hour; it is advised that users consult the online catalogue before booking an appointment.

3. Reproductions of already digitised items are available to users for non-commercial purposes. The current cost of this service requires a charge on a per order basis. An administration charge of £20 for Members and £40 for the public will be charged for supplying up to 20 medium resolution image files, when using the online non-commercial image reproduction request form.

4. High resolution image files are only available to purchase for publication, commercial, exhibition or broadcast purposes, to be used in a pre-agreed circumstance and then deleted by the purchaser. In these circumstances the online commercial image reproduction request form should be used.

5. If reproductions are required of items from the collection which are not digitised then the user will be charged for producing the reproduction. This service is charged on a per hour basis at £20 for Members and £40 for the public.

6. As a rule items will not be rescanned at a higher resolution on request, due to conservation and productivity considerations. In exceptional circumstances, if it is deemed conservationally sound and of value to the Photographic Archive, rescanning may be permitted, and charged at standard digitisation rates.
7. The Photographic Archive does not offer a printing service, users in need of prints from high resolution images should request images through the online commercial image reproduction request form.

8. Members of the Société and public can request archive staff to carry out research within the archive on their behalf. These sessions are limited and must be pre-booked, they are charged on a per hour basis a £20 to Members and £40 to the public. Current staff commitments mean it is only realistic for these sessions to be booked on a Thursday. A minimum of one week’s notice will be required to book a research session.

9. In order to improve access the Photographic Archive has made its digitised collections, freely available for educational purposes (Channel Islands, Brittany & Normandy) for non-commercial purposes. Due to staff commitments a minimum of four weeks notice will be required for any requests of this nature. Individual requests are limited to 50 medium resolution image files and should be made through the online non-commercial image reproduction request form.

10. The Photographic Archive will run six annual meet the collections events in order to provide opportunities for Members and the public to view items from the collection. Three events will be held in the spring and three in the autumn to run alongside the lunchtime talk series. They will take place on Wednesdays with a one hour session after a talk (1400-1500) and a one hour session 1730-1830 held on each occasion.