

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 Mondays only due to staff commitments. A minimum of two weeks 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 digitised items are available to users for non-commercial purposes. The current cost of running 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 available for publication, commercial, exhibition or broadcast purposes, subject to an appropriate [licence fee](#), 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. 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](#).
6. In order to improve access the Photographic Archive has made its digitised collections, freely available for educational purposes (Channel Islands, Brittany & Normandy). 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](#).



**Société Jersiaise
Photographic Archive**

7 Pier Road
St Helier
Jersey
JE2 4XW
Channel Islands

societe-jersiaise.org
@sjphotoarchive

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