

# ACCESSION FORM



Received From: . . . . .

Address: . . . . .

Email: . . . . .

Phone: . . . . .

Owner (if different): . . . . .

Address: . . . . .

Email: . . . . .

Phone: . . . . .

Description of accession: . . . . .

. . . . .  
. . . . .  
. . . . .  
. . . . .

Accession number: Acc / SJPA / . . / . . .

**Declaration:** I donate the photographs/photographic material listed above to the Société Jersiaise Photographic Archive (SJPA), in accordance with the Terms Governing Gifts & Bequests of Photographs to the Société Jersiaise Photographic Archive. I grant the SJPA copyright in all of the items specified above to which I have exclusive right, during the entire period for which that copyright exists.

**Société Jersiaise  
Photographic Archive**

7 Pier Road  
St Helier  
Jersey  
JE2 4XW  
Channel Islands

societe-jersiaise.org  
@sjphotoarchive

## YOUR DATA

Signed: . . . . . Date: . . . . .

The Société Jersiaise Photographic Archive acknowledges receipt of the photographic material as an alienable gift. The photographic material has been formally accepted by the Société Jersiaise Photographic Archive and are now deemed to be the property of the SJPA in perpetuity.

**Société Jersiaise Photographic Archive Signatory**  
Receipt of item(s) described above is acknowledged

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

Signed: . . . . . Date: . . . . .

**Terms governing gifts and bequests to, and deposits with the SJPA on reverse**

## TERMS GOVERNING GIFTS AND BEQUESTS OF PHOTOGRAPHS AND PHOTOGRAPHIC ARCHIVES TO THE SOCIÉTÉ JERSIAISE

This document sets out the standard terms on which photographic archive material is held by the Société Jersiaise Photographic Archive.

The Société Jersiaise Photographic Archive (SJPA) accepts photographs and photographic archives that are judged to be of historical value for preservation and for the use of the public. The SJPA welcomes the opportunity to consider for acceptance any photographs and photographic archives, which relate to Jersey or whose origins are closely connected with Jersey. (Full details of our Acquisition Policy are available on request).

### Authority of the Société Jersiaise

The Société Jersiaise was founded in 1873 for the study of Jersey archaeology, history, natural history, the ancient language and the conservation of the environment. Its founding objectives were also the creation of a museum and library. The museum was opened in 1877.

The Société Jersiaise was incorporated by Act of the States of Jersey on 11 August 1879 and confirmed by Order of Council dated 15 December 1879 of 7 Pier Road, St Helier Jersey JE2 4XW.

Publication of a Bulletin Annuel commenced in 1875 and an annex to the second Annual Report for 1876 drew the attention of members to the importance of a number of important subjects including, 'Recording in permanent photography local prehistoric monuments, buildings and ruins.' With the practice and collecting of photography already identified as priorities, these activities were continued as significant parts of the Society's museum and library, this has resulted in the accumulation of a photographic archive, which is remarkable in its insular context.

In 1992 the Photographic Archive Department was established to implement appropriate collections management policies, to improve storage conditions and catalogue the collection to increase access.

Definition of terms refer to the Agreement between the Société Jersiaise and the Jersey Heritage Trust dated 21 December 2018. Schedule 2.1.1 Definition of Terms 'Photographic material' is defined as still photographic prints and negatives and slides... in whatever format including digital format.

1.2 The parties are agreed as follows: Photographic material should be referred to the Society (unless public records or relevant to the Collections held by JHT).

### Authority of the donor

The Société Jersiaise accepts in good faith that the donor is the owner of the records or has the right or authority to transfer ownership or deposit the items.

### Gifts and bequests

Photographs and photographic collections may be given as gifts or bequeathed to the Société Jersiaise, the ownership of the records thereby being transferred from the donor to the Société Jersiaise in perpetuity.

If the Administrator of the SJPA needs time to access a collection, the collection will be loaned to the SJPA, a time frame will be agreed and a Loans In Form signed by both parties.

For collections of photographs that are accepted for the Photographic Archive the person donating will receive a copy of the 'Accession Form' and this will act as confirmation of acceptance of the collection.

In the case of receiverships and liquidations it should be recognised that the institution has ceased to exist and that the receiver or liquidator has de facto gifted the records to the Société Jersiaise and that this action should be minuted by the receiver or liquidator.

The Société Jersiaise guarantees that no accessioned archive material given as gifts or bequeathed to the Société Jersiaise will be offered for sale, unless specific permission to do so is given by the donor.

However, the Société Jersiaise retains the right to dispose of as it sees fit, any bequests which do not fall under the Société Jersiaise Acquisition Policy at the discretion of the Administrator of the Société Jersiaise Photographic Archive with agreement of the Photographic Archive Subcommittee.

### Copyright

From the date any and all photographs are transferred to the SJPA, the SJPA is granted unrestricted copyright permission for *inter alia* the purposes of archive management, conservation, access, education and promotion of the SJPA collections.

The SJPA may license reproduction rights to third parties to assist with the financial costs of managing the SJPA collections. For further details on how we provide access and license items in the collections please refer to our Access Policy.

### Preservation

The Société Jersiaise will house the archives securely in the strong rooms at their headquarters at 7, Pier Road, St Helier in conditions which, as far as possible, conform with BS 4971:2017 Conservation and care of archive and library collections. All possible adequate precautions will be taken against damp, fire, flood, vermin and illegal access, but under no circumstances will the Société Jersiaise hold itself liable should records be damaged, lost or stolen.

Where damage to a photograph occurs, the Administrator of the SJPA will at her/his discretion instruct preservation and restoration on such records within resources that exist at the time. The Société Jersiaise is insured for up to £1,000,000 (one million pounds) to meet the cost of restoration of photographs damaged during a single insurable event.

All photographs will be digitised for the purposes of access to the public, long term preservation (to ensure the originals have the minimum of handling) and security. Copyright and ownership of such copies shall remain vested in the Société Jersiaise at all times.

Photographs may be marked in pencil with a finding reference for their own safety and identification.

An up-to-date Disaster Plan for the safety and salvage of photographic collections will be maintained in partnership with Jersey Heritage.

Whilst donated photographic archives are in the custody of the Société Jersiaise every reasonable precaution will be taken to ensure the physical safety of the

collections and that access to the photographs is adequately supervised and controlled in accordance with the wishes of the depositor(s). However the Société Jersiaise can accept no liability for any loss, damage or theft, howsoever arising, suffered by photographs whilst in store, during periods of access or when temporarily withdrawn.

The Société Jersiaise has limited resources for conservation work. However, if conservation work is undertaken it will be carried out using recognised professional techniques, by a certified photographic conservator. The Administrator of the SJPA reserves the right to refuse public access to photographs that are in a fragile condition until such time as the necessary conservation work has been completed.

### Cataloguing

All photographic collections held by the Société Jersiaise will be arranged, catalogued, indexed and digitised, as appropriate, according to current professional practices and standards. The catalogues will be made available for the use of researchers via the Société Jersiaise website [www.societe-jersiaise.org](http://www.societe-jersiaise.org). Depositors will be given a copy of the completed 'Accession Form', which will include a description of the material and an accession number for future reference.

In the preparation of catalogues and other finding aids the degree of such work to be undertaken shall be at the discretion of the Administrator of the Photographic Archive. Copyright in all such catalogues and finding aids will be vested in the Société Jersiaise.

### Access

All of the photographic archives are generally available for consultation under supervision, and by appointment in accordance with the Société Jersiaise regulations. Some access restrictions may apply: where photographs are uncatalogued or where photographs are in a fragile condition or unfit for handling.

Photographs are available for personal consultation by the public free of charge. The Société Jersiaise reserves the right to levy a charge for carrying out extensive consultation of records resulting from a request from a member of the public. (Full details of our Access Policy are available on our website)