

March 2022



ACCESS POLICY

SOCIÉTÉ JERSIAISE PHOTOGRAPHIC ARCHIVE

The access policy of the Société Jersiaise Photographic Archive (SJPA) reflects the mission of the Société Jersiaise in facilitating research, through the preservation of records, and the sharing of knowledge via education, publication, exhibition, and any other means necessary to fulfil our commitment to access for all.

Scope

This policy applies to the collections held by the SJPA; it does not apply to other collections held by the Société Jersiaise.

Principles

We aim to:

- Encourage public access to our records by providing a quality service.
- Promote the collections of the SJPA so that the community is aware of their historical, cultural, and social significance.
- Improve online access by developing our digital collections and resources.
- Provide physical access to records; unless considerations for their long-term preservation prevent doing so.
- Develop educational resources for use in schools and workshops.
- Ensure access is available to all on an equal basis.
- Work with the community to improve access to the SJPA collections.

Community

We consider the community to encompass current and future users, as well as internal and external stakeholders. This includes, but is not limited to, those living or working in Jersey, and the diaspora; researchers, whether amateur or academic, local or international; the Société Jersiaise Membership and Executive; partner organisations such as Jersey Heritage and the

National Trust for Jersey; as well as affiliated institutions and communities, with specific reference to those in France, England and the Channel Islands.

Online

The SJPA offers free access to its online catalogue, including over 36,000 digitised records. Users can access the catalogue via the Société Jersiaise website.

Enquiries

The SJPA provides a free basic enquiry service, with charges in place for the supply of digital reproductions for personal use and complex research requests. The costs of charged services can be found on the Société Jersiaise website. Staff aim to respond to all enquiries within a week, though this may not be possible during busy periods.

The SJPA reserves the right to decline an enquiry if it places excessive demands on the department's limited resources. We will look to suggest alternative options in any such situation.

Visiting

The SJPA encourages users to visit and experience the collections in person. However, as the department has no dedicated search room facilities, visitors must make an appointment in advance. This allows staff to prepare relevant records and ensure a suitable room is available for the records to be viewed. Appointments are subject to availability, require a minimum of 24hrs notice and are free of charge.

Education

The SJPA develops educational programs and resources for use in schools and community workshops. Programs are focused on the rich contribution photography has to offer, the importance of archives, and empowering the community to take an active role in shaping them. All programs are delivered free to participants. Contact a member of staff for information on upcoming opportunities.

Educational resources are available to download for free via the Société Jersiaise website and are continually being updated.

Equality

The SJPA is committed to providing an equal and transparent service to all. Staff are working hard to remove barriers to access, and we encourage users to contact the department directly to discuss specific access needs.

Reproduction

Items from the SJPA collections are available for reproduction by individuals and organisations, subject to the agreement of terms and the payment of appropriate fees. This applies to all commercial, promotional, curatorial, and editorial uses. Reproduction rates can be found on the Société Jersiaise website.

The SJPA reserves the right to refuse requests if the proposed use is deemed contradictory to the work and values of the Société Jersiaise.

Preservation

The long-term preservation of the SJPA collections is the department's primary concern. All users have a responsibility to care for the collections they are using. To avoid accidental damage to the collections, users are requested to follow the handling guidelines and the instructions of SJPA staff at all times.

Restrictions

SJPA staff may have to limit access and/or the use of specific collections due to copyright and privacy requirements. Staff may also restrict or refuse access if it is deemed a risk to the long-term preservation of the requested items.

Disrespectful, aggressive, or discriminatory behaviour towards staff or other users will not be tolerated; such behaviour may result in the refusal of service.

Interpretation and execution of this policy are at the discretion of SJPA staff. However, a user may request the review of a specific decision if they believe it is not in line with this policy. Any such request must be made in writing and addressed to the SJPA Sub-committee via the Société Jersiaise Administrative Office.

Review

The SJPA is committed to working with the community to improve access and respond to the changing needs of users. As such, the department will review the policy based on community feedback and will seek to gather such data at regular periods throughout its use.

This policy is subject to review and amendment at any time, though the review period should not exceed five years from the date of adoption by the SJPA Sub-committee.