

Jersey Heritage Collections Development Policy

Name of museums/archives: Jersey Museum, Jersey Archive, La Hougue Bie, Hamptonne, Maritime Museum and Occupation Tapestry Gallery, Mont Orgueil Castle, Elizabeth Castle

Name of governing body: Jersey Heritage Trust

Date on which this policy was approved by governing body: 22 September 2020

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: 2025

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

1.1. The museum's statement of purpose is:

The Bailiwick of Jersey's heritage and culture is special. The purpose of JHT is to care for it, promote wide access to it, act as advocates on its behalf and bring imagination to telling its stories so that we inspire people to create a better Island for everyone.

1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3. By definition, Jersey Heritage has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in Jersey Heritage's collection.

1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5. Jersey Heritage recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Archive and Museum Accreditation Standard. This includes using SPECTRUM primary procedures for museum collections management and ISAD(G) General International Standard for Archival Description. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.6. Jersey Heritage will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object, record or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

1.7. The museum will not undertake disposal motivated principally by financial reasons

2. History of the collections

States of Jersey

The States of Jersey, their Committees and Administrations are required, under the Public Records (Jersey) Law, 2002 to transfer all archival material to Jersey Heritage to be stored at the Jersey Archive. Approximately 80% of collections held at the Jersey Archive are Public Records. Jersey Heritage is also responsible for a small museum-related collection of artefacts and paintings belonging to the States of Jersey which makes up approximately 2% of museum holdings. Finds resulting from archaeological investigations on States land or property will remain the property of the States but are placed in the care of the Jersey Heritage.

Société Jersiaise

The majority of the museum collections in the care of Jersey Heritage, 83% is in the ownership of the Société Jersiaise, having been built up by the Société and its members over more than a hundred years.

Jersey Heritage

Since its formation in 1980, Jersey Heritage has purchased and commissioned paintings and other works of art as well as buying other historic items, these objects make up 12% of the museum collections. 5% of archive collections from private institutions and individuals have been donated to Jersey Heritage.

Private Individuals/Businesses/Associations

15% of archival collections in the care of Jersey Heritage are deposited by private individuals, businesses and associations on a signed long-term deposit arrangement. Jersey Heritage also has custody of a small museum collection belonging to the National Trust for Jersey which makes up 2% of the museum collections. The museum collections also include a small proportion of private loans from individuals, not exceeding 1% of the total.

3. An overview of current collections

Jersey Heritage cares for a unique collection of artefacts, works of art, archival material, archaeological material, specimens and information relating to the history, culture and environment of the Bailiwick of Jersey.

The general policy of Jersey Heritage is to collect artefacts and archival items associated with the art, human history and natural history of Jersey from the earliest times to the present day. There is a general presumption, established in 1930, against the collection of objects with no connection with the Island except where they are to be used for comparative purposes. Where relevant, however, objects are collected from individuals and organisations outside the Island.

It is recognised that there is in Jersey a number of collections of international importance that have been assembled over the years by Island residents. This policy does not preclude the acquisition of such collections for the future benefit of the public of the Island.

4. Themes and priorities for future collecting

4.1 Policy for Archives

Please see Jersey Archive Acquisitions Policy

4.2 Policy for Social History

The social history collection includes a wide variety of material and can be divided roughly under the following headings.

Maritime

Objects relating to the importance of the marine environment in Jersey's history. Includes boats, mainly nineteenth and early twentieth century fishing and leisure vessels. Includes personalia relating to Jersey mariners, diaries and mementos etc. Includes some items relating to shipbuilding industry and associated trades. Includes commissioned craft items in a maritime tradition representing a wide range of maritime subjects.

Military

Objects relating to military activity in the Island, both Militia and English Garrison and foreign troops. Includes uniforms and weapons from the C18 to the Occupation.

Countryside

Objects relating to the rural environment. Includes mainly Victorian and Edwardian farming implements and some rural crafts. A large part of this collection was the product of targeted active collecting in the 1950s.

Domestic, working and commercial life

A substantial and various collection, predominantly objects related to work dating largely between 1880 and 1930.

Collecting

Constraints on storage and conservation resources now mean that there is presumption against collection of offered items. Acquisition of an item must be justified on at least one of the following grounds:

- An item will be used in existing displays or in displays to be developed in the foreseeable future (i.e. new building at Hamptonne).
- An item adds significantly to the research potential of the collection
- An item forms part of a research/collecting /exhibition project with clearly stated aims

All new acquisitions items must be explained in these terms or justified in those terms in writing on the accession form

All items falling into the following categories are to be rejected:

- It is outside the general collecting policy.
- It is a duplicate of an object already in the collection and not a better representative of its type.
- It is incomplete or badly damaged.
- It is too big to store or care for properly.

4.3 Policy for Art

The art collection is almost entirely restricted to works by Jersey artists or depicting Jersey subjects. The vast majority the 10,000 items are paintings, prints and drawings. Many of these are 19th and 20th century depictions of local scenes. In addition there is a substantial collection of Surrealist art by Claude Cahun and Marcel Moore, a number of 19th century ship portraits and approximately 1300 paintings and drawings by the late Sir Francis Cook.

We aim to apply a carefully structured acquisition policy to the art collection. In view of the relatively high price of works of art, and the rarity of gifts or bequests to the museum in this area of the collections, resources must be allocated with great care and with a view to the long-term development of a worthwhile resource for the Island. In particular it would be desirable to focus our attentions away from those areas that are at present over-represented in the collection, and to provide a continuing record of local artistic creativity.

The main thrust of the current art acquisition policy is through planned acquisition, such as commissions. Through commissions and unplanned acquisition through private and auction sales we actively pursue:

- Work by talented contemporary fine and decorative artists.
- Work in media under-represented in our collections such as sculpture, textiles and ceramics.
- Subject matter currently under represented, e.g. 20th and 21st century portraits
- Work by Millais demonstrating his contribution to the Pre-Raphaelite Brotherhood.
- Work by significant Jersey artists who are not represented in our collections at all, such as John Power.
- Work by artists strongly represented in the collections such as Blampied and PJ Oules only when these show aspects of their work which cannot be demonstrated through items already in the collections.
- Work by visiting artists.

4.4 Policy for Archaeology

The archaeology collection comprises objects, archives and data relating to Jersey and its territorial waters. The collection has been acquired over the past 160 years and includes material not just of local importance but also of great national and international significance. It is the only public collection of archaeological material relating to the Island.

The collection can be divided under the following headings:

- Material collected prior to 1960. Objects recovered from the Islands important series of megalithic monuments excavated by the Société Jersiaise, as early as the mid 19th century heavily dominate this part of the collection.
- Objects and associated documentation from more recent scientific excavations and fieldwork. This material ranges in date from the Palaeolithic period to the more recent past,
- A number of significant individual items, small collections and the coin hoard discovered by chance, through field walking projects or by metal detectorists. These include bronze hoards, coin hoards and stone tools.
- A small number of artefacts from outside the Island used for comparative and educational purposes.

Our current policy is to collect the following archaeological material of all periods and types:

- Archaeological Archives, both finds and documentary. Jersey Heritage is the repository for archaeological archives generated by archaeological projects within Jersey. We only accepted archives that are prepared in accordance with our archive deposition guidelines set out in *Guidelines for the Preparation and Deposition of Archaeological Archives, Jersey Heritage, 2008*.
- Objects found by metal detectorists, members of the public and developers. The Portable Antiquities Scheme does not extend to Jersey however Jersey Heritage encourages the voluntary recording of archaeological objects found by members of the public or metal detectorists. We work closely with the Metal Detecting Club to encourage better recording of material and offer advice on conservation.
- Find location data of objects found in the Island but not acquired by Jersey Heritage.
- Data collected through archaeological research, surveys and field walking projects.
- Past excavation archives not yet deposited.

4.5 Collections curated by Société Jersiaise

Some collections are curated directly by sections of the Société Jersiaise where the Jersey Heritage does not employ a relevant curator. In all cases these sections represent the highest level of knowledge and expertise in their field and are the prime place to plan the collecting policies. These policies have been prepared in conjunction with Jersey Heritage.

4.5.1 Policy for Entomology

The Entomological collection comprises about 10,000 specimens representing 2500 species. Almost all of the material was taken in the Channel Islands and 99% in Jersey or dependant islets. All the material kept at present is preserved as dry specimens, with no soft-bodied forms such as aphids or spiders.

A system of cataloguing on a species basis, showing the number of specimens representing each, was initiated some years ago. About half the species so far have been covered and all the groups except Diptera have been sorted and the data is ready for cataloguing. Almost all the specimens have a data-label, showing place of capture, date and captor. Some also have a determination label when named by an outside specialist.

Specimens are not given individual numbers or accession numbers. No special record is kept at present of additions to the collections, but it is planned that the catalogue, when completed, will be regularly updated.

4.5.2 Policy for Marine Biology

The collection curated by the Marine Biology section is the Stiva Mollusc collection. This collection comprises a wide range of mollusca collected on Jersey in the early 1980s. The section is in the process of sorting and classifying the collection in conjunction with the museum staff. Rare acquisitions are logged on computer.

4.5.3 Policy for Botany

There is an extensive collection of vascular plants, some of which date back more than a hundred and thirty years. This is added to selectively when species new to the Island are found or when comparative material is required for identification. There are static collections of Bryophytes and lichens.

4.5.4 Policy for Ornithology

Birds for the collection are collected passively, following death by natural or accidental causes. No birds are taken or killed for this purpose. Specimens of sufficient ornithological interest and sufficiently good condition are either mounted or preserved as skins for study. A good egg collection was acquired in the 1940s. It is not added to.

4.5.5 Policy for Zoology

Mammals are collected in the same way as birds. There is a small collection of reptiles and amphibians.

4.5.6 Policy for Geology

The collection consists mostly of Jersey rocks but includes examples from the other Channel Islands as well as the Les Écréhous, Les Minquiers and other off-shore reefs. There is a study collection of foreign rocks. The section will collect specimens from areas which may become quarries out or inaccessible in the future, more from off-shore reefs as these become more accessible with improving means of collection and duplicate items where they are better than specimens already held.

4.5.7 Policy for numismatics

The collection is substantial and contains a variety of coins including Iron Age coin hoards.

5. Themes and priorities for rationalisation and disposal

- 5.1 Jersey Heritage does not intend to dispose of collections during the period covered by this policy.

The majority of the museum collections are in the ownership of the Société Jersiaise, having been built up by the Société and its members over more than a hundred years. Jersey Heritage took over the management of the collections in the 1980s and since that date items have only been accessioned if they fall within our collections development policy.

Items that were accepted into the collection from the formation of the Société in 1873 until the implementation of more formal accessioning procedures in the 1980s often do not have clear provenance. Therefore disposal is not a priority for Jersey Heritage at present as establishment of donors for a proportion of the collection would not be possible.

Disposals will only be undertaken for legal, safety or care and conservation reasons, for example, spoliation, radiation, infestation and repatriation.

6. Legal and ethical framework for acquisition and disposal of items

- 6.1 Jersey Heritage recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

- 7.1 Jersey Heritage will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museum(s)/organisation(s): The National Trust for Jersey, The Channel Islands Occupation Society, The Guernsey Museums Services, The Guernsey Archives Services, The Alderney Museum.

Jersey Heritage will also liaise with national museums in the UK or relevant regional museums if items are offered which do not fall within our collections development policy.

8 Archival holdings

Archival holdings are managed by Jersey Archive which is Accredited as part of The National Archive Accreditation Scheme and is part of Jersey Heritage.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

The Chief Executive, the Archives and Collections Director and all relevant professional staff may accept items into the collections. Members of the Société acting with the knowledge of the relevant curator or representatives of the relevant sections where appropriate may also accept items into the collections. Only items that have been accepted by one of these agents are to be considered part of the collection.

Under the Jersey Heritage purchase procedures all items with a purchase price of over £5,000 will be brought to the board for approval. External valuation and opinion will be sought on all items with a purchase price of over £2,000.

Jersey Heritage recognises that the collection of any artefact implies a permanent commitment to its proper recording, conservation, storage and display. There is a presumption against acquisition where neither Jersey Heritage nor the Société Jersiaise is capable, nor would it expect to be capable in the future, of caring properly for the items concerned.

9.2 Jersey Heritage will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

10.1 As Jersey Heritage holds or intends to acquire human remains under 100 years old, it will obtain any licences required by legislation from time to time in force.

10.2 As Jersey Heritage holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

11 Biological and geological material

11.1 So far as biological and geological material is concerned, Jersey Heritage will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

12.1 Jersey Heritage will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures as follows

- (a) where the find may, in England, Wales and Northern Ireland constitute *treasure trove*, or in Scotland *bona vacantia*, reporting to the relevant authority.
- (b) where the find may, in Jersey, constitute treasure trove, *choses gaives* (certain types of ownerless property) or wreck, reporting to the Receiver General.
- (c) in any case, reporting to the owner or occupier of the land.

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases Jersey Heritage will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. Jersey Heritage will document when these exceptions occur.

14 Spoliation

14.1 Jersey Heritage will use 'Spoliation of Works of Art during the Holocaust and World War II period: Statement of Principles and Proposed Actions', issued by the National Museum Directors' Conference in 1998, and report on them in accordance with the guidelines.

15 The Repatriation and Restitution of objects and human remains

- 15.1 Jersey Heritage's governing body, acting on the advice of its professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005) , objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2 The disposal of human remains will follow the procedures in the 'Guidance for the care of human remains in museums'.

16 Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, Jersey Heritage will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for Jersey Heritage's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of Jersey Heritage acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, Jersey Heritage may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by Jersey Heritage's governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.
- 16.13 The nature of disposal by exchange means that Jersey Heritage will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2 If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

- 16.13.3 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.
- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.