

Collections Access Policy



Jane Cameron National Archives

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Corporate Records & National
Archives Manager



Contents

Definitions	2
1 Introduction	3
1.1 The Jane Cameron National Archives.....	3
1.2 Legal and policy framework	3
1.3 Policy Aims	4
2 Collections Access Information	5
2.1 Collections.....	5
3 Consulting Records.....	5
3.1 Reading Room Access	5
3.2 Appointment Opening Hours	6
3.3 Ordering and Viewing Records.....	6
3.4 Staff Support	6
3.5 Facilities.....	6
3.6 Online Access	7
4 Research Services.....	7
4.1 Record & General Enquiries	7
4.2 Copying Service and Copyright Guidance	7
5 Outreach & Advocacy.....	8
5.2 Social Media	8
5.3 Organised Tours & Talks	8
5.4 The Media	9
6 Implementation of Policy	9
6.1 Review procedures.....	9
6.2 Implementation & Access	9
7 References.....	9



January 2025 | Version 1.0

Definitions

Accession	The process of transferring legal and physical control of archives from creating agency or donor to the archival institution. It also refers to the archive materials that have been transferred to the archival institution at one time
Acquisition	Act of seeking out, selecting and obtaining archival materials, through transfer, donation, loan or purchase. It also refers to archival materials that are selected and obtained by archival institution as one unit at a time
Appraisal	Act of assessing worth of archives as documentary evidence or as information in order to confirm if collection is to be acquired and preserved in the archival institution
Archives	Records which are judged to be worthy of permanent preservation by virtue of their enduring value as evidence of, and which contain information about, an activity or event that has occurred. They may be in a variety of different formats including paper, audio-visual and photographic. It also refers to the institution responsible for acquiring, preserving and making available archival materials, so it is synonymous with the building that houses such collections
Born-digital	Records that have been created in digital format (opposed to being digitised)
Current Record	Records that are required for regular administrative use
Deaccession	The act of removing archival or other resource materials permanently from the physical control and legal ownership of the archival institution
Depositor	The individual, party or organisation (who might be the creating agency) transferring archival material to an archival institution
Document	Information or data fixed in some medium, such as paper, film, or digital bits and bytes
Preservation	Passive protection of archival material in which no physical or chemical treatment is performed.
Record	Information created, received and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations or in the transaction of business (BS ISO 15489-1:2016).
Semi-current Record	Records that are occasionally used for reference, but not for day to day working



1 Introduction

1.1 The Jane Cameron National Archives

- 1.1.1 The Jane Cameron National Archives is a service which exists to ensure the long-term survival and easy accessibility of all those records most important to the history and administration of the Falkland Islands.
- 1.1.2 The mission of the Archives is: to maintain and preserve the archives of the Falkland Islands in order that maximum use can be made of them and to promote the study of Falkland Islands history.
- 1.1.3 We hold the archives for the nation of the Falkland Islands, including archival material from government departments, local companies and local individuals. We aspire to provide a welcoming, proactive and customer-focused service to encourage users to learn and develop an interest in the history of the Falkland Islands.
- 1.1.4 This policy forms part of an overall suite of policies for the Jane Cameron National Archives.
- 1.1.5 The Jane Cameron National Archives [JCNA] as a service sits within the Falkland Islands Government Directorate of Policy, Economy & Corporate Services, under the Department of Corporate Records Management and National Archives.

1.2 Legal and policy framework

- 1.2.1 The Falkland Islands does not have in place any statutory or in force legal framework to support the acquisition of material. However, we do seek to follow as best practice and as a policy framework where appropriate the following:
 - Public Records Acts 1958 and 1967
 - FIG Data Protection Policy
 - National Standard for Access to Archives 2003
 - FIG Corporate Document & Records Management Policy
- 1.2.2 This Policy should also be seen in context with wider current and planned policies of:
 - Accession Policy (pending)
 - Collections Care & Conservation Policy (pending)
 - Collections Development & Acquisition Policy
 - Collections Information Policy
 - Volunteering Policy
- 1.2.3 The JCNA has also adopted the following standards as best practice:
 - BS 4971:2021 Conservation and care of archive and library collections
 - BS EN 16893:2018 Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for storage or use of heritage collections.



- 1.2.4 The JCNA will keep informed of future or new legislation and policy recommendations relating to archives and records management and seek to adopt suitable practice where required or appropriate.

1.3 Policy Aims

- 1.3.1 To deliver the JCNA mission and support the values of the Government, we seek to acquire, preserve and make accessible archives and record collections for use by present and future generations.
- 1.3.2 The JCNA will represent comprehensively the history, lives and activities of the people, community and organisations of the Falkland Islands through the ages. Where gaps are found to exist, we will actively seek to acquire records which can enable those gaps to be filled.
- 1.3.3 The JCNA shares the public service values of the Falkland Islands Government, as set out in the Vision and Values work completed in 2023. It will therefore strive to:
- Value diversity and innovation. We encourage diversity as it can lead to new ideas to help us improve the way we do things. We work together to establish a welcoming environment where everyone feels they can contribute.
 - Take personal responsibility and do our best at work. We treat our colleagues and community with respect and compassion. We set ourselves realistic goals and encourage a culture of positivity.
 - Recognise that our geographical remoteness puts us in a unique and often challenging position. We foster collaboration and creativity in order to find solutions and make progress. We adopt a flexible and adaptable approach to work wherever possible
 - Provide and explore new opportunities for our employees and the community. We strive for quality, and we use our resources as sustainably as possible to achieve this.
- 1.3.4 The aim of this policy is to outline the methods that the archives provides access to its collections – in terms of onsite, online, through enquiry, organised tours and social media. Access is an important part of the Archives service, to ensure that maximum use can be made of the collections and promote the study of Falkland Islands history.
- 1.3.5 The policy will support the diverse community of users that the Archives serves including:
- Those who deposit records with the JCNA
 - Those who may visit the JCNA – the residents of the Falkland Islands and visitors/researchers from all over the world
 - Those who seek our help by email, post, telephone, or through online channels
 - School children and students
 - Community groups
 - Falkland Islands Government staff who use the archive in the course of their work



2 Collections Access Information

2.1 Collections

2.1.1 The JCNA collections record the history of the Falkland Islands and its administration from the point of British reoccupation in 1833 onwards. Though we hold records earlier than this, the archive is fortunate to hold a significant and extensive collection from the early local government letter books, to the administrative records of present-day Falkland Islands Government. These reflect the growth and prosperity of the Islands as it has developed into a self-governing territory. In addition to the extent of these collections, we hold and collect the following records to further reflect and represent all aspects of life in the Islands:

- Local public and corporate records of the Falkland Islands Government
- Records of conformist church institutions such as Christ Church Cathedral
- Records of non-conformist church institutions
- Records of local organisations, businesses, public and private institutions, families, individuals, community groups

2.1.2 More detail is provided in the Collections Development & Acquisition Policy.

2.1.3 The collections are unique and irreplaceable. The JCNA will enforce measures to prevent theft and damage to collections.

3 Consulting Records

3.1 Reading Room Access

3.1.1 The JCNA provides free access to its Reading Room, which is open by appointment for the viewing and consultation of original records.

3.1.2 Due to the small team and wider roles of the Department, researchers are requested to book an appointment in advance. This allows staff to make best use of researchers' time and that there will be space and resources available. It also allows staff to collate all the relevant records identified for the appointment and advise if the Reading Room will be closed or unavailable on a given day (due to other meetings or unavailability of staff).

3.1.3 All researchers are asked to read the Reading Room Regulations and sign the Researcher Application Form on arrival. The Regulations and Application Form are available on the on the JCNA website at: <https://www.nationalarchives.gov.fk/about-archives>

3.1.4 The JCNA reserve the right to withdraw services and exclude visitors from the Reading Room at its discretion.



3.2 Appointment Opening Hours

- 3.2.1 The Reading Room is available to researchers by appointment, Monday, Tuesday, Thursday and Friday from 9am to 4pm. Wednesdays it is closed. Public holidays and planned closure periods will be communicated via the website and as far in advance as possible.
- 3.2.2 To serve and reflect the various needs of researchers, additional appointments are available on request on Saturdays 1pm to 4pm, and from 12 noon to 1pm in the working week.

3.3 Ordering and Viewing Records

- 3.3.1 All researchers are asked to pre-order documents. Usually, only one volume, one box, or a limited number of folders at a time will be issued to each researcher at time in the Reading Room itself.
- 3.3.2 Researchers are able to browse the printed materials and copies of original material kept in the Reading Room.
- 3.3.3 Access to original documents may be restricted as follows:
- Fragile and vulnerable material
 - Material marked as closed on the JCNA Catalogue
 - Records that are not fully catalogued
 - Records which present access difficulties due to their format
- 3.3.4 Reading Room researchers are allowed hand-held camera, phone, tablet or laptop to take still images of documents. Flash photography is not permitted so researchers must disable the flash on any camera equipment. Researchers may not use any device that scans images, or that has an integral or external stand or extension (such as a tripod or selfie stick).
- 3.3.5 No filming is allowed in the Archives, unless prior permission has been given by the Corporate Records & National Archives Manager.

3.4 Staff Support

- 3.4.1 The JCNA staff will supervise access to the Reading Room and are available to assist researchers during the course of their visit.

3.5 Facilities

- 3.5.1 Facilities available to researchers and visitors to the Reading Room include:
- The Reading Room is the dedicated, public space to access archival records
 - Computer terminals to access the JCNA website
 - Reading Room Library (containing published books and material relating to Falkland Islands history or related subject matter)
 - Hangers for bags and coats
- 3.5.2 The facilities are available during Reading Room / appointment hours.



3.6 Online Access

- 3.6.1 The JCNA website is the primary point where researchers can access online information pertaining to the Archives, including service details and access to open digitised material.
- 3.6.2 The JCNA are in the process of digitising collections to support the preservation and accessibility of the records. are available on the JCNA website: <https://www.nationalarchives.gov.fk/>
- 3.6.3 At present, the JCNA Online Catalogue is not a feature on the website however work is ongoing to make this available so that researchers can browse and identify records in our collection (whether online or onsite) that they would like to access.

4 Research Services

4.1 Record & General Enquiries

- 4.1.1 The service answers queries about records of the Jane Cameron National Archives and heritage of the Falkland Islands by email, telephone, and post.
- 4.1.2 The JCNA does respond to research requests. Depending on the extent of the research and resources required to facilitate a request, a charge may be imposed.
- 4.1.3 The service aims to respond to enquiries within 5 working days.
- 4.1.4 Researchers are also directed to other sources of information if the JCNA are unable fulfil the request. The information and list, including other archival institutions, is available on the JCNA website at: <https://www.nationalarchives.gov.fk/research-services>

4.2 Copying Service and Copyright Guidance

- 4.2.1 Digital or hard copies of records can be provided to researchers however, wherever possible records will be digitised and made available via the JCNA website and Online Collections. The JCNA reserves the right to copy original records using the copying process or processes which will minimise risk of damage to the records. We may refuse copying of records where the risk of damage to these documents is deemed high or where access permissions do not allow. Depending on the extent of the research and resources required, a charge may be imposed.
- 4.2.2 Copies of government records may be used freely for private research and educational purposes. If material is to be used for commercial publication, exhibition or broadcast the written permission of the Jane Cameron National Archives must first be obtained.

Whenever material from the Jane Cameron National Archives is reproduced in any form or in any medium, the user must acknowledge the Jane Cameron National Archives as the source and give all document references (see above).

For non-government records it is your responsibility as the user to ensure that copyright is not infringed and any infringement that does occur is your responsibility.

5 Outreach & Advocacy

5.1.1 The Archives employs a range of approaches to make resources available for community-based outreach activities:

- Partnership: The Archives work with the local Falkland Islands Museum & National Trust, and other bodies, to deliver community outreach activities in connection with exhibitions, displays and youth groups.
- Falkland Islands Government Support: Advice and support is provided to Government Directorates/Departments in their standard duties and in commemorating or advocating events.

5.1.2 The Archives advocates the services and role through the following methods: social media, organised tours and talks, and interaction with local media.

5.2 Social Media

5.2.1 The Archives use social media to increase the breadth of audience reach, particularly given the geographical isolation of the Islands, and engage users with the collections. A Facebook, Twitter and BlueSky account (@JCNArchives) are used to highlight our collections and share information about the service generally, including details of any newly digitised records, newsletters and updates.

5.2.2 Our social media platforms also serve as a bridge to promote the rich heritage of the Falkland Islands beyond our Archives. We will actively share content from heritage partners such as the *Falkland Islands Journal*, Museum & National Trust, and the Dictionary of the Biography of the Falklands, and other groups or individuals that support the heritage of the Islands.

5.2.3 Staff will administer the social media accounts and if applicable, respond to messages received during normal staff working hours (Monday to Friday 8am to 4.30pm).

5.2.4 Information and resources relating to the Archives' work, outreach activities and collections is available from the JCNA website.

5.3 Organised Tours & Talks

5.3.1 The Archives lead and host tours and talks to promote and communicate details concerning the Archive's service, the collections and historical context to the local community and FIG employees. This can be in the form of the following:

- Talks delivered by Archives' staff in support of events and activities of the service i.e. promotional event of Explore Your Archives Week.
- Responses to requests to speak at events organised by bodies such as heritage partner groups (Friends of the Falkland Islands Museum and Archives), other archives and museums, institutions, societies, and professional organisations
- Talks organised by the Archives to support exhibitions and displays
- Tours of the Archives for members of the public, FIG employees and staff, or for external groups as appropriate (including Jane & Alastair Cameron Memorial Trust, Falkland Islands Community School).



January 2025 | Version 1.0

- 5.3.2 Due to the historic nature of the building tours are not suitable for some physically less-able people.

5.4 The Media

- 5.4.1 As a working archive the Archives' priority must be our service in delivering documents to the public and responsibility to the care and conservation of our unique and irreplaceable documents. Filming is not permitted in the building for the security and protection of the records and staff unless otherwise arranged with the service.
- 5.4.2 Written permission of the Jane Cameron National Archives must first be obtained before filming or using any archival material for commercial publication, exhibition or broadcast. Applications to film and record are also subject to the prevailing access conditions for the Archives' own priorities as well as available staff resources.
- 5.4.3 Interviews with staff is not permitted and unless otherwise agreed, and they cannot serve as a presenter in the programme or be interviewed about the documents.

6 Implementation of Policy

6.1 Review procedures

- 6.1.1 The Jane Cameron National Archives is responsible for overseeing and updating the version control amendments for this document.
- 6.1.2 This policy was approved by the Corporate Management Team in January 2025.
- 6.1.3 It will be reviewed every year to ensure it remains fit for purpose.

6.2 Implementation & Access

- 6.2.1 This policy will be made available on the Jane Cameron National Archives website
- 6.2.2 The contents of the policy will be supported and implemented through the procedures carried out by the Jane Cameron National Archives.

7 References

UK Parliament. Parliamentary Archives Collections Access Policy. 2020. Accessed at: <https://archives.parliament.uk/wp-content/uploads/2021/06/Access-policy-2020-v1.0.pdf>

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1.0	2025.01.27	Corporate Records & National Archives Manager	Approved by CMT	New Policy