

A NEW ERA FOR CORK'S ARCHIVES



Strategic Plan 2005 – 2010

A NEW ERA FOR CORK'S ARCHIVES



Youghal Charter (1609)

Contents:

INTRODUCTION	3
About Cork City and County Archives	3
Archives	3
Our Holdings	4
Our Services	4
Premises	5
The Future	6
STRATEGIC OBJECTIVES	7

A NEW ERA FOR CORK'S ARCHIVES

INTRODUCTION

About Cork City and County Archives

Cork City and County Archives (C.C.C.A.) grew from the original Cork Archives Council of 1971, and was one of the first local archives services to be set up in Ireland, reflecting an age-old tradition of scholarship in the Cork area.

We are jointly funded by Cork City Council, Cork County Council and University College Cork.

C.C.C.A. carries out the following main functions:

- Acquisition and preservation of local archives
- Facilitating public access to local archives
- Providing an Archives service for Cork Local Authorities in line with Section 80 of Local Government Act 2001
- Promotion of awareness and appreciation of our local history and heritage

C.C.C.A. acquires archives which relate any to aspect of the history of Cork City and Cork County, in any format, as listed in Section 80 of the Local Government Act 2001.

C.C.C.A. is managed by a professional Archivist and is overseen by an Executive Committee comprised of the Archivist/Secretary, the City Librarian, the County Librarian, and the Librarian, U.C.C.

Archives

Archives are records which are preserved because of their enduring historical, administrative or legal value. Archives may be created by an individual, a public body such as a local authority, or by a private institution such as a business, society, club, union or religious organisation.

Archives often contain unique information and evidence about institutions, places, people and events. Archives are a rich information source for the use of academic researchers, local historians, archaeologists, students, teachers, the media, genealogists and local authority staff. Much of the information in archives is not available from a printed or published source.

The development of archives services in Ireland has been strengthened since the introduction of the National Archives Act 1986 and the Local Government Act 1994.

Archives are fragile and irreplaceable documents and must be kept and used under strict conditions if they are to survive for the use of future generations.

A NEW ERA FOR CORK'S ARCHIVES

Our Holdings

Cork City and County Archives has acquired a remarkable set of local archives, perhaps one of the finest sets of local archives in Ireland. Cork County Library, Cork City Library and U.C.C. Library have been major supporters in this achievement.

We hold the minute books, correspondence and other local authority archives of Cork City Council and Cork County Council and Urban Town Councils, as well as the archives of various defunct local authorities such as Poor Law Boards of Guardians, Rural District Councils, and the ancient Corporation of Youghal.

Our privately deposited holdings are remarkable in both their extent and quality, and include major collections of personal papers, business records, landed estate and solicitors' papers, the records of various private organisations, labour unions, charitable bodies and school records. Many aspects of the social, political, commercial and cultural history of Cork are represented to some degree within the collection.

Our holdings are a major cultural heritage asset to the Cork region. Our new building will help to preserve this key public amenity containing unique information and evidence about Cork's local history and cultural identity.

U.C.C. has made a major contribution to preserving the archival heritage of Cork by being involved in the funding of the Cork City and County Archives since its inception. The archives acquired to date are an extremely valuable resource for the students and staff of U.C.C. and other third level colleges.

Our Services

A wide range of researching customers avail of our research facilities. This includes those completing undergraduate and postgraduate papers, those writing books and papers in history, local history, social science and geography; genealogists, archaeologists, planners, teachers and lecturers, and local authority staff. A large number of queries are also answered via phone, fax and email.

Our non-researching customers include those attending our exhibitions and lectures, and some of those visiting our web site. Our new building is designed to cater for our non-researching customers through a dedicated exhibition/lecture space.

The number of potential users of the Archives in the Cork region is very large. The total population of Cork City and County is nearly 450,000 (2002). There are a number of third level colleges in the area serving ca 30,000 full time and part time students. There are over 50,000 primary and 45,000 second level students in

A NEW ERA FOR CORK'S ARCHIVES

the metropolitan Cork area. There is growing emphasis upon the use of archive material in educational courses, and a wide interest in local history and heritage.

C.C.C.A. is in the process of improving our services to our customers, especially by making our archives more accessible. Improved service is a core objective of the present plan and follow-on operational plans.

Premises

Christ Church, South Main Street, Cork has served C.C.C.A. well during its initial development phase, allowing the Institute to store large volumes of archives that in many cases would otherwise have been lost. Christ Church could never meet modern BS.5454 storage requirements, and does not have sufficient capacity to store future archives. Facilities to allow for cataloguing and conservation are also very limited.

The solution has been to build a new purpose built repository. A site was identified at Great William O'Brien Street in Blackpool, Cork and construction began in September 2004, with a completion date in 2006.

The new building is a huge opportunity for C.C.C.A. to improve and expand the quality and extent of its services, both to the public and to local authorities. The new building will have enough space to store new archives for the foreseeable future. The site of the new archives also has enough space to allow for future expansion of our storage area in a future phase II.



New Archives Building, Blackpool, Cork

A NEW ERA FOR CORK'S ARCHIVES

The Future

The establishment of the Cork City and County Archives as a separate legal entity will provide the structure and impetus for future development. Providing an archives service for the large population and geographical area of the city and county of Cork will be a major challenge, but an exciting one.

The implementation of this strategic plan will ensure that:

- Cork's local archives are properly preserved and managed
- Cork's local archives are accessible
- adequate human resources and revenue funding are available to carry out our objectives and to deliver a quality service
- local authority archives are properly managed
- the Archives develops as a vibrant cultural amenity for the people of Cork City and County
- academic research continues to be supported

Leathanán go dtuáir do clárú ar fionnuiú.

Company..... No. 1150

ÓGLAÍOIR NA hÉIREANN - **Irish Volunteers.**

I, the undersigned, desire to be enrolled in the Irish Volunteers, formed to secure and maintain the rights and liberties common to all the people of Ireland without distinction of creed, class, or politics.

Name..... Seamus de Roche

Address..... 11 St Finbarr's Place

Date..... May 1914

Corcoran, Printer, 21, Sullivan's Quay, Cork.

Cork City & County Archives 2006

Irish Volunteer Membership Form (1914)

A NEW ERA FOR CORK'S ARCHIVES

STRATEGIC OBJECTIVES

The Executive Committee of the C.C.C.A. has developed the following set of aims:

1. Fit out and operate the new purpose-built archives premises

- New building to become operational in 2005-6
- Modern BS.5454 standard storage facility
- Research room for 20 people
- Exhibition/lecture room
- Processing, conservation, microfilming and digitisation facilities

2. Re-launch the service

- Incorporate the Archives as an independent body
- Name change to 'Cork City and County Archives'
- Survey and re-assess stakeholder expectations

3. Employ additional staff and develop our human resources

- Employment of an assistant archivist is vital to enable progress in all areas of the present plan
- In order to deliver an improved service in the new building we need to employ archives assistants
- Employ archivists to undertake descriptive listing on fixed term contracts
- Support professional development and training of staff

4. Secure additional revenue funding

- Sufficient funding to be made available by the 3 funding bodies to achieve the actions in this strategic plan and to cater for the running costs of the new building

5. Implement best practice in preserving and conserving local archives

- Develop more pro-active approaches to acquiring new archives
- Put in place an updated Acquisitions Policy
- Develop comprehensive preservation systems, policies and procedures in 2006.
- New conservation work programme from 2006

A NEW ERA FOR CORK'S ARCHIVES

- Fit out a small conservation workshop in the new building
- Address the wider issue of archives preservation in the Cork region
- Commence a preservation microfilming programme in 2006
- Special preservation measures will be put in place for photographic and electronic archives

6. Provide our customers with improved access to our archives, and a better quality of service generally

- Improve opening hours
- Develop a comprehensive Customer Access Policy
- Implement a descriptive listing priority programme
- Make maximum use of communications and information technology
- Increase quality and quantity of information on our web site
- Meet the needs of our researching and non-researching customers

7. Cater for the needs of academic researchers

- Identify the needs of our academic researchers
- Take account of academic research priorities and methodologies
- Deliver proper finding aids to the archives

8. Meet the archives service needs of Cork local authorities

- Draft and implement Plans of Action for local authority archives
- Assist Local Authorities to develop their Archives Policies
- Improve access to local authority archives
- Increase public and local authority archival awareness
- Contribute to local authority records management
- Involvement in the implementation of the County Heritage Plan

9. Develop the Archives into a vibrant cultural amenity for the benefit of all in the community through exhibition, outreach and digitisation

- Increase community awareness of local archives and local heritage through regular exhibitions and lectures
- Market our services by making contact with potential users
- Carry out digitisation projects
- Facilitate the lifelong learning needs of the community by developing educational services

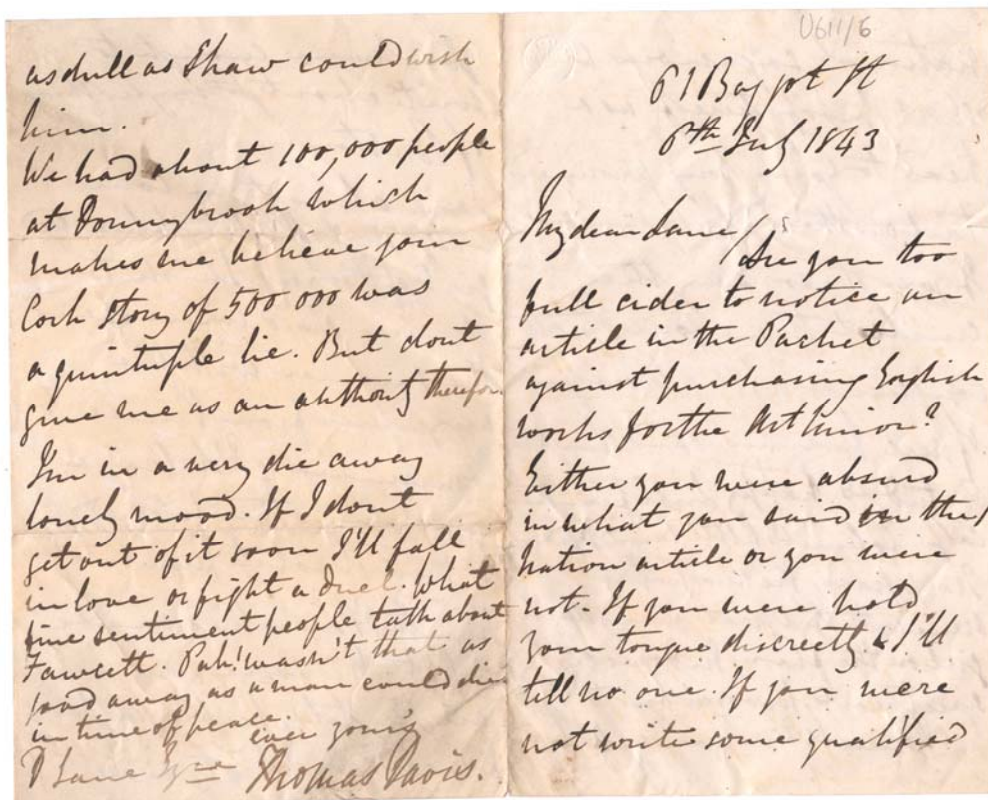
A NEW ERA FOR CORK'S ARCHIVES

- Increase contact with the local community and community involvement in meeting strategic objectives
- Co-operate with other local cultural and educational institutions

10. Full implementation of plan

We will implement the strategic plan in a structured manner through:

- Operational plans and work programmes
- Annual reviews of progress
- Regular reports



Letter from Thomas Davis to Denny Lane (1843)

A NEW ERA FOR CORK'S ARCHIVES

STRATEGIC PLAN COSTS SUMMARY

1. Existing Budget (2004-5)	€
Pay (Permanent Staff)	100,100
Local Authority Archivist (Temporary)	27,050
Non-Pay	56,000
<u>Total</u>	<u>183,150</u>
2. Estimated increase	
Assistant Archivist (Grade VI)	27,050
Archives Assistant (Grade III)	20,531
Non-pay	25,000
<u>Total</u>	<u>72,581</u>
3. <u>Total new Budget required</u>	<u>255,731</u>
4. Increase for each funding body: <u>39.6 %</u>	<u>24,193</u>

A NEW ERA FOR CORK'S ARCHIVES

OPERA HOUSE

Telegrams—"OPERA, CORK." Telephone 22. **CORK.** Manager - Mr. FRANK J. PITT.

MONDAY, 10th February, 1913

For Six Nights, at 8 o'clock, and MATINEES—Wednesday, February 12th, and Saturday, February 15th, at 2 p.m.

THE

F. R. BENSON

SHAKESPEAREAN CO.

(Under the Direction of Mr. HENRY HERBERT.)

Charles Warburton John Cairns Duncan Yarrow Andrew Leigh Basil Osborne Horace Braham	E. Pardoe Woodman Basil Rathbone Edmund Sulley S. B. Bickmore Frank Freeman F. Woodcock Denman	Lillian Laurence Brunhold Muller Evelyn Vanderzee Muriel Dawn Peggy Talbot Daniel Madge K. Yardley
---	---	---

HENRY HERBERT and GLADYS VANDERZEE.

MONDAY, February 10th, at 8 o'clock.	OTHELLO
TUESDAY, February 11th, at 8 o'clock.	TWELFTH NIGHT
WEDNESDAY, February 12th, Matinee at 2.	JULIUS CAESAR
WEDNESDAY EVG., February 12th, at 8 o'clock.	THE MERRY WIVES OF WINDSOR
THURSDAY, February 13th, at 8 o'clock.	IF I WERE KING <small>(JUSTIN HUNTLY MCCARTHY.)</small>
FRIDAY, February 14th, at 8 o'clock.	THE COMEDY OF ERRORS <small>Preceded by Milton's Masque, "COMUS."</small>
SATURDAY, February 15th, Matinee at 2.	AS YOU LIKE IT
SATURDAY EVG., February 15th, at 8 o'clock.	HAMLET

Stage Director Henry Herbert	For the	Organising Secretary Dorothy Bramble Nash
Business Manager Frank S. Justins	F. R. BENSON Companies	Advance Manager William E. Bentley
Stage Manager Andrew Leigh		General Manager W. H. Savery
Assistant Stage Manager Edmund Sulley		

Prices of Admission this Week: PRIVATE BOXES - - 10/6 to 32/-

BALCONY STALLS, 3/- <small>Reserved</small>	ORCHESTRA STALLS, 2/6 <small>Booked, 3/-</small>	SECOND CIRCLE, 1/6 <small>Booked, 2/-</small>	PIT STALLS 1/- <small>Matinee, 1/6</small>	PIT, 6d. <small>Matinee, 1/-</small>	GALLERY, 4d. <small>Closed for Matinee.</small>
---	--	---	--	--	---

Booking Orders must be accompanied by Cheques or Postal Orders. Seats Booked by Telephone must be confirmed by Letter. Box Office open from 10 to 4 and 6.30 to 10. Doors open 7.30. Commence at 8. Carriages 11 p.m. Matinee—doors open 1.30. Commence at 2. No Money Returned. The Management reserve the right to refuse admission. Children in arms not admitted. No Seats guaranteed unless previously booked. Tradesmen are notified not to supply Goods to the Opera House without a printed Order Form signed by the Manager.

PURCELL & COMPANY, Theatrical Printers, 122, Patrick Street, Cork.