

行政院及所屬各機關出國考察報告

(出國類別：考察)

愛爾蘭共和國都柏林地區檔案管理 發展及應用推廣現況考察報告

服務機關：國家發展委員會檔案管理局

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派赴國家：愛爾蘭

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提要

愛爾蘭國家檔案館體系包括位於都柏林的國家檔案館，該館承接愛爾蘭國家文件中心(State Paper Office)及愛爾蘭公共紀錄中心(Public Record Office of Ireland)，典藏 19 至 20 世紀產生之檔案(少數溯及 14 世紀法院及財政檔案)，總計約 5,000 萬件檔案；另，都柏林市立圖書與檔案館、愛爾蘭都柏林大學學院檔案館、愛爾蘭電影資料館、愛爾蘭國家圖書館等 4 個機關(組織)典藏豐富的圖書、手稿、地圖、電影片及檔案資料。

本次藉由考察前開 5 個機關對於各式紀錄資料之管理應用現況與未來發展，瞭解愛爾蘭檔案及圖書機關(構)於相關管理制度規劃、徵集、典藏維護、開放應用及展示推廣、專業人才培育等做法，可供我國推動檔案管理制度及國家檔案典藏與服務模式之參考。主要結論如次：

- 一、 檔案徵集面向：因應時代趨勢多元建置館藏、鼓勵私人文書捐贈、注重機關檔案移轉前置處理。
- 二、 檔案管理面向：充實建置主題性查檢工具、重視檔案保存及修護、建築融入檔案及歷史意象、檔案典藏空間不敷使用。
- 三、 檔案服務面向：擴展參考諮詢面度、創造提供商業服務、營造溫馨休憩空間、因應新規定尚待檢視開放應用原則、檔案應用及展覽環境受限。
- 四、 推廣行銷面向：強化宣導新到館藏、推廣檔案保存意識、融合教育推廣各項服務、推廣活動類型多元、深耕推動合作交流、檔案加值及文創發展有限。
- 五、 專業培訓面向：落實檔案各項專業培訓。

本次愛爾蘭管理考察，其於檔案徵集移轉、應用服務、推廣行銷及合作交流等制度與實務做法，可作為未來推動相關業務之參考，主要建議說明如次：一、拓展檔案徵集方式及內涵。二、落實檔案移轉前置處理。三、提供適足典藏及服務空間。四、創新檔案應用服務。五、多元推廣行銷。六、促進檔案保存技術人才養成。七、跨域合作與發展。八、增進國際交流。

第一章 前言

壹、考察緣起

我國自 91 年 1 月 1 日檔案法施行以來，積極推動健全政府機關檔案管理制度，並妥善保存國家檔案，落實檔案開放應用。惟鑑於國家檔案媒體類型及內容樣態日趨多元，加以「我國國家檔案典藏及服務建設計畫(民國 107 至 112 年)」甫於去(106)年奉院核定，將自本(107)年起為期 6 年推動我國首座國家檔案館之興建，有關館舍之設計建置與營運機制，以及如何精進檔案整理、保存、應用等實務作業，亟須參考先進國家做法，以為借鏡。

愛爾蘭國家檔案館承接愛爾蘭國家文件局及愛爾蘭公共紀錄辦公室，典藏大英殖民時期檔案及建國後政府部門各類施政紀錄；另，都柏林地區之愛爾蘭國家圖書館、愛爾蘭都柏林大學學院檔案館、愛爾蘭電影資料館、都柏林市立圖書與檔案館等 4 個機關典藏豐富的圖書、手稿、地圖、電影片及檔案資料，本次期藉由考察該等機關對於各式紀錄資料之管理應用現況與未來發展，瞭解該國於管理制度發展、檔案專業人才培育、徵集、典藏維護、開放應用及展示推廣之做法，並希藉由參訪愛爾蘭國家檔案館等，作為我國推動國家檔案典藏及服務建設與後續營運之參考。

貳、考察目的

- 一、 瞭解檔案管理策略及對於檔案管理專業人才之培育。
- 二、 瞭解檔案徵集策略、鑑選標準及清理機制。
- 三、 瞭解檔案館舍規劃設計。
- 四、 瞭解檔案典藏策略及保存技術發展。
- 五、 瞭解檔案展覽有關策展、布展、行銷推廣之做法。
- 六、 瞭解國家檔案開放應用原則及個人隱私等機敏資訊處理機制。
- 七、 瞭解電子檔案長期保存之發展與策略。

八、 瞭解檔案館營運措施、財源及有無營收機制。

參、 參訪機關

- 一、 愛爾蘭國家檔案館(National Archives of Ireland)
- 二、 都柏林市立圖書與檔案館(Dublin City Library and Archives)
- 三、 愛爾蘭都柏林大學學院檔案館(University College Dublin Archives)
- 四、 愛爾蘭電影資料館(Irish Film Archives)
- 五、 愛爾蘭國家圖書館(National Library of Ireland)

第二章 愛爾蘭檔案館體系概述

愛爾蘭檔案法(National Archives Act, 1986)適用對象區分三類，包括中央政府機關、法院及 61 個團體組織，各地方政府不適用檔案法之規定，國家檔案館隸屬文化遺產及愛爾蘭語部(Department of Culture, Heritage and the Gaeltacht)，設立於都柏林市區，另有「地質調查委員會」及「國防部」等兩個單位依檔案法規規定為國家檔案保存處所。各機關辦理檔案清理作業，應依規定填報書面文件送交國家檔案館核定後始能為之，其中檔案屆滿 30 年後應依規定移轉國家檔案館，俾集中典藏及開放應用；惟對於屆滿 30 年之檔案，其屬檔案法第 8 條規定仍具行政管理需要或不宜對外開放應用之情形者，各機關應依規定填報相關文件並敘明理由後併同移轉書面文件送交國家檔案館，必要時該館將實地檢視檔案，經該館同意者，得暫不辦理移轉，俟後每隔 5 年應依規定程序再審視移轉之必要性。

地方政府檔案管理之法令依據則為地方政府法(Local Government Act, 1994)，依該法規規定，各地方權責機關應妥適保存管理文件與檔案，並提供對外查詢應用。因此，各地方政府係參照統一制定之地方政府文件保存期限表，將文件區分為現行文件、非現行文件及檔案，現行文件存置於業務單位，非現行文件則存置於各機關設立之文件中心，俟屆期後則辦理銷毀或將具永久保存價值之檔案移轉至各該市(郡)立檔案館典藏。

第三章 愛爾蘭國家檔案館

壹、簡介

一、成立歷史

愛爾蘭國家檔案館成立於西元(以下同)1988年，源自於1702年成立的國家文件中心(State Paper Office)及1867年成立的愛爾蘭公共紀錄中心(Public Record Office of Ireland)，前者國家文件中心位於都柏林城堡，典藏英國殖民愛爾蘭時期歷任總督治理相關檔案，在1922年，由於愛爾蘭內戰，該文件中心典藏建物於遭大火摧毀，許多溯及13世紀的檔案也付之一炬，愛爾蘭公共紀錄中心則係依1867年愛爾蘭公共紀錄法設立，其任務在徵集行政機關、法院及認證遺囑等已屆20年之檔案。

1922年，愛爾蘭國建立之後，前開二個中心仍持續運作，直至1986年，檔案法(National Archives Act)明文裁撤該二個中心，並將其功能及館藏併入新成立之國家檔案館。依照檔案法規定，各機關應將管有屆滿30年之檔案移轉至國家檔案館，為利後續國家檔案典藏管理，1989年，國家檔案館移設於都柏林市主教街(Bishop Street)，國家檔案館總部則於1992年自都柏林城堡遷移至新址，新址所在建物前身為愛爾蘭著名之餅乾工廠(1916-1959)，後為政府單位辦公之處(1960-1988)。

該館所在建物計有八層，總面積近6,000平方公尺，其中一半以上空間為國家檔案典藏空間(容量約30萬個檔案盒)，其餘為檔案修護作業空間、行政辦公空間、閱覽應用空間等，囿於國家檔案典藏空間之限，該館另於法院大樓設置國家檔案典藏庫房，約2,800平方公尺，並租用典藏空間放置檔案(約5,000個檔案盒)。



圖 3-1：愛爾蘭國家檔案館外觀

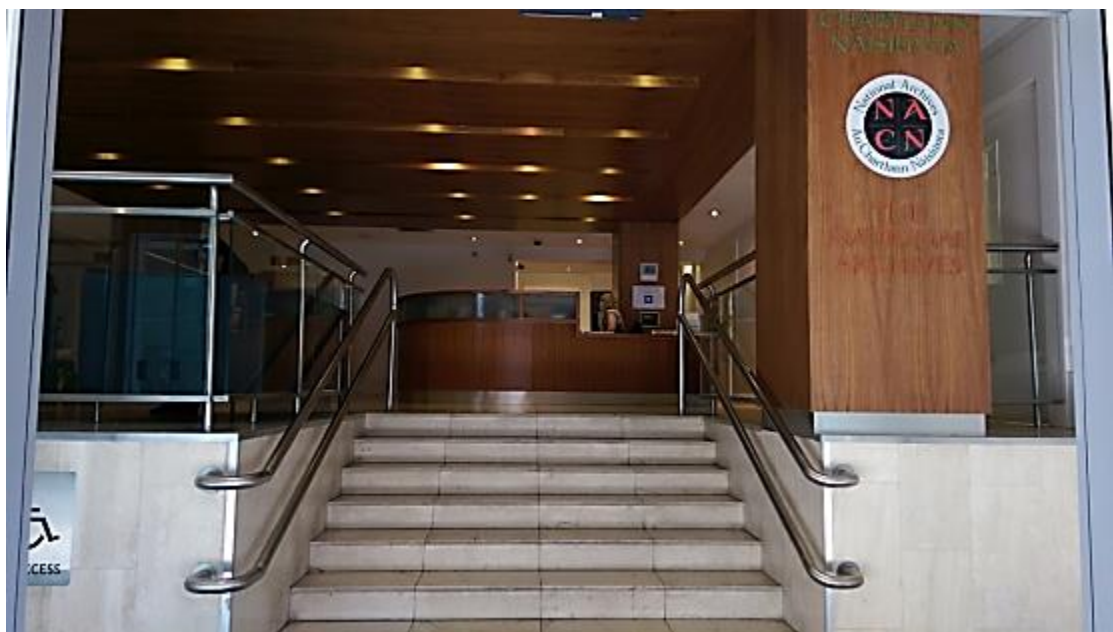


圖 3-2：愛爾蘭國家檔案館入口大門

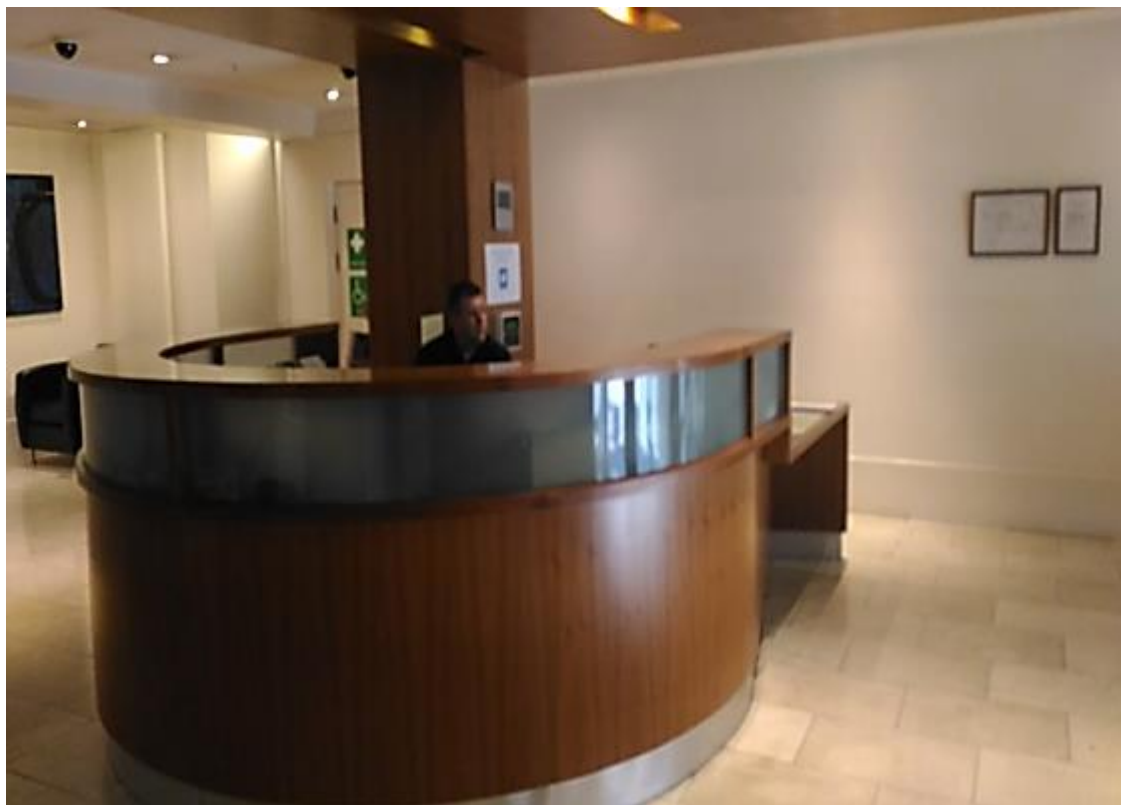


圖 3-3：愛爾蘭國家檔案館入口大廳-1(櫃台)



圖 3-4：愛爾蘭國家檔案館入口大廳-2(登記處)

二、組織職掌

(一) 行政層級

1986 年，愛爾蘭檔案法頒行，依據該法設立國家檔案館，並直屬於總理之下，1993 年，該館改隸於當時新成立之藝術文化部，2002 年、2011 年，配合藝術文化部組織整併改名，隨之更易上級機關，目前隸屬文化遺產及愛爾蘭語部 (Department of Culture, Heritage and the Gaeltacht)，為三級機關。因此，依檔案法規定原賦予總理之權責改由文化遺產及愛爾蘭語部長掌理，惟涉及屆滿 30 年檔案之移轉與是否對外開放事宜，仍由總理權理。又依檔案法規定，環境社區及地方事務部長指導地方機關檔案管理事項。

(二) 任務

國家檔案館對於國家文化與智慧資產之維護，扮演舉足輕重的角色，是自愛爾蘭獨立以來，該館一直是愛爾蘭歷史研究的權威來源，其任務在於典存與愛爾蘭各項發展有關之重要原始檔案，包括愛爾蘭歷經革命活動及建國時期各類型紀錄，經由妥適之編整與管理，提供社會大眾查詢使用，各界可從中瞭解形塑國家政經與社會力量之過程，並作為進一步研究政府政策之重要來源。依愛爾蘭檔案法規定，國家檔案館功能包括檔案保存修復與編排描述、編製檔案指引與檢索工具、提供檔案應用與教育服務等。

依據該館當前策略方向，各項優先推動議題如下：

1. 建立穩定之人力及典藏基礎

針對檔案法所定屆滿 30 年移轉期限，該館將參考英國國家檔案館之做法，將移轉年限下修為 20 年，屆時移轉作業負荷加重，人力資源及國家檔案典藏量能勢必不足，該館爰將擬定人員配置策略，增進員工專業發展，並爭取資源擴建國家檔案庫房，俾因應隨即而來之審查壓力及典藏容量不足之困境。

2. 提升服務可見度與可及性

為透過檔案服務發揮檔案蘊含之歷史價值，該館將強化推動檔案加值服務，運用檔案管理人員專業及借重歷史學者專家專長，結合歷史事件或重要議題，開創檔案服務新的意義，增進可見度與可及性。

3.強化數位化軟硬體建置

因應數位化趨勢，建立必要之運作機制與系統，以適時銜接因應，另因應原生型電子檔案不易長期保存，配合未來移轉年限修正之規定，以及推動數位典藏政策，將推動各機關於電子檔案產生 5 年後即辦理鑑定，經鑑定具國家檔案保存價值者，予以移轉或於移轉前由機關另行執行長期保存措施，以確保未來可順利提供使用。

4.推展對外合作關係

針對技術、研究與文化等領域，推動與相關機關(構)合作或簽署協議。

(三) 組織

愛爾蘭國家檔案館下設四個單位，分別為檔案典藏維護、讀者服務、檔案徵集編目、專案計畫等四個部門，員額總計 50 人，其中 20 人為專業檔案管理人員，餘 30 人為一般行政層級人員，目前已擬定人力資源計畫，預定爭取員額至少為 60 人。各部門職掌如下：

1. 檔案典藏維護

主要辦理事項為典藏空間建置維護、軟硬體設施維運、環境監控、資料庫建置與維運、複製保存、災害預防等，並適時會同公共事務部(Office of Public Works) 評估相關典藏空間，確保足夠移轉空間，以及因應民眾閱覽複製需求，配合進行紙本或數位複製。為順遂推動前開作業事項，實務上須研提長期計畫進行檔案數位或微縮作業，以妥適保管檔案，確保檔案完整性及長期保存，俾符應民眾查檢需求。此外，對於其他部會暨所屬管有 19 世紀檔案之典藏維護作業，亦具有輔導職責。

2. 讀者服務

主要辦理事項為讀者閱覽服務及網站虛擬服務，包括提供檔案或微縮資料服務，民眾可透過書信、電子郵件、傳真或電話申請閱覽複製，由該部門負責受理，另並提供外界參訪或辦理展覽、演講及每月館藏特色介紹等。

3. 檔案徵集編目

主要辦理事項為檔案徵集、建置檔案目錄與相關檢索工具，徵集業務主要係審選政府部門具永久保存價值之檔案及後續移轉點交作業，並辦理不具行政價值或不具保存價值之文件清理核准作業。每年約有數以千計之政府文件移轉成為國家檔案並提供開放應用，移轉文件主要為紙本型式，部分為照片、影片、錄音資料、地圖與圖畫等，少數為電子型式之檔案則保存於該館專責電子檔案保存單位；在徵集私人檔案部分，以愛爾蘭建國起源及能反映經濟與社會生活有關檔案為主。檔案經徵集移轉入館後，採用國際檔案描述標準 ISAD(G) 進行編目，並建置檢索工具(目錄及索引)，提供社會大眾查檢使用。

4. 專案計畫

主要辦理事項為大型數位計畫、合作出版計畫、全國性文化數位化政策，迄今進行過較大型數位計畫為線上人口調查(1901-1911)，超過 1 千萬瀏覽人次；出版影像光碟展示與地方歷史有關國家檔案，內含約 1 千件文件；其他數位計畫包括英國殖民時期行政首長辦公室珍貴檔案、軍史局 1913-1921 年愛爾蘭革命時期檔案(內含 1,773 份證人陳述)、愛爾蘭大飢荒前期農地所有人紀錄(Tithe Applotment Books)等，涉屬早期愛爾蘭移民、司法制度及民眾生活等珍貴紀錄，亦屬愛爾蘭革命時期原始文件，並為家譜研究的重要來源。

此外，依照檔案法規定，該館於 1987 年成立國家檔案諮詢委員會，委員任期 5 年，負責向該館及文化遺產及愛爾蘭語部提出諮詢及建議事項，並依地方政府法規定，向權責部長提出檔案管理建議。

三、館藏概況

愛爾蘭公共紀錄中心(Public Record Office of Ireland)原管有 1922 年以前產生之檔案，多數因當年愛爾蘭內戰而被大火焚毀，因此，國家檔案館目前管有之國

家檔案主要為 19 至 20 世紀產生之檔案，少數檔案溯及 14 世紀之法院及財政檔案，總計約 5,000 萬件文件。概括而言，國家檔案館之館藏重點為：

- (一) 中央各部會檔案：檔案產生年代為 1922–1985 年。
- (二) 大英殖民時期檔案：主要為 19 至 20 世紀檔案，少數為 17 至 18 世紀檔案。
- (三) 愛爾蘭行政首長辦公室檔案：綜理政府事務單位(Chief Secretary for Ireland) 產生之檔案，年代為 1790–1922 年。
- (四) 法院及遺囑繼承登記檔案：主要為 19 末至 20 世紀檔案，少數溯及 14 世紀。
- (五) 其他徵集來源之檔案：包括愛爾蘭教區教會、醫院學校、慈善團體、經貿組織、商業公司及私人檔案，主要為 19 至 20 世紀檔案，少數為 17 至 18 世紀檔案。

館藏多數為紙本形式檔案，亦有其他媒體型式之檔案，例如微縮片、照片、影音資料、地圖、圖畫等，其中微縮片之使用率頗高，因此，民眾可於檔案閱覽中心自行使用微縮片閱讀設備閱覽檔案內容。此外，該館亦典藏許多家譜檔案，包括 19 世紀和 20 世紀初的人口普查報告及戰爭期間軍人遺囑等。

貳、機關檔案清理與移轉

該館每年移轉政府機構數以千計之文件，依照檔案法規定，移轉對象包括中央政府部門、法院及檔案法明列之 61 個團體組織，此外，亦職掌核定各政府機關不具行政或永久保存價值文件之清理作業；而各機關辦理檔案移轉作業，應配合進行檔案編排、編號、清潔、裝箱，並查明確定檔案是否對外開放應用等事項，由於涉屬作業繁複，該館除提供相關管理指引及受理諮詢外，每年亦至各機關實地檢視檔案，並辦理機關檔案管理人員訓練，以順遂各機關檔案清理與移轉作業進行。茲就機關檔案清理與移轉作業事項說明如後。

一、機關檔案清理

各機關依檔案法規定提報清理處置書面文件送交該館核定(最高法院或高等法院適用不同格式文件)，經同意銷毀者則據以辦理銷毀，如屬檔案法令規定須移轉者，則應依相關程序辦理移轉。前開書面文件所列檔案，得採逐類方式列出，未來產生之該類檔案則依該核准文件據以辦理銷毀。

二、機關檔案移轉

(一)移轉判定條件

除經國家檔案館館長或授權人員書面核准銷毀者外，各機關均須妥善保存檔案，並於屆滿 30 年之當年底以前，移轉至國家檔案館對外開放，該館對於檔案移轉之判定條件如下：

1. 具有歷史價值且具長遠性的公眾利益；
2. 彰顯檔案產生者的功能及證據；
3. 獨特且與現有館藏不重複。

該館亦釐訂不納入徵集之範圍如下：

1. 地方政府產生之檔案；
2. 檔案所涉主題適合其他保管機構者；
3. 報紙剪報及印刷品等出版品與畫作；
4. 圖書館、博物館或畫廊典藏永久性館藏。

(二)移轉作業程序

1. 各機關初步審視檔案以決定是否辦理移轉，相關審視作業主要為：
 - (1)按系列或副系列層級檢視，如有未編整檔案，不予納入移轉。
 - (2)以系列或副系列為單元確認各事項，包括：A.檔案產生機關；B.檔案管有及移轉機關；C.系列或副系列名稱或內容；D.系列或副系列外觀形式；E.檔案典藏處所；F.查檢工具(登錄簿、索引、清單或線上目錄等)；G.本年度待移轉檔案數量；H.待裝箱數量；I.屆滿 30 年仍須續留機關或無法對外開放應用情形。

- (3)通知該館處置事項：檔案龐雜、檔案特殊情況(如文件鬆散、地圖、微縮或影音資料)及涉有電子檔案者，應通知該館實地瞭解或確認處置方法。
2. 每年 6 月 1 日前，請該館提供檔案箱及移轉編號(移轉年份/移轉機關號/系列流水號)。
 3. 確認保存狀況並清潔檔案，如檔案受潮，發霉或毀損，應通知該館判定保存狀況，俾採取修護或調整裝箱方式，清潔以去除污垢為主，完成後置於妥適區域，不得修剪切割，折疊壓置或裝訂，亦不得丟棄相關附隨物件。
 4. 每年 9 月 1 日前，將須續存於機關或不提供開放應用之檔案表單送交該館。
 5. 辦理裝箱及貼標籤等作業。
 6. 每年 10 月 1 日前，將檔案移轉清冊(以系列為單元編製)送交該館，該清冊應列明國家檔案館參考編號、案卷名稱或內容、產生起迄日期，併同敘明是否移轉後即可開放或明定開放時點。
 7. 每年 11 月 14 日前，將檔案移轉運送該館。

(三)屆期不移轉配合作業

各機關檔案屆滿 30 年應移轉者如屬檔案法規定下列情形者，可暫不移轉：

1. 經認定屬經常性使用需要之檔案或具行政稽憑價值須存放於機關使用者。
2. 對外開放有違公共利益者。
3. 涉及須保密之個人資訊。
4. 對外開放將對個人造成傷害、引發危險或導致損害賠償訴訟之虞者。

針對前開情形之檔案，機關應配合事項如下：

1. 檔案僅部分案件符合規定暫不移轉者，可於不損害檔案情形下抽離檔案進行部分移轉，併同於書面文件敘明，並配合於檔卷封面標註。
2. 檔案全案須續存機關或不應開放應用者，則須填報規定文件並敘明理由報送該館同意。
3. 該館針對屆期不移轉之檔案，必要時將實地審視檔案內容，對於經同意暫不移轉者，該館於後續每 5 年請機關審視移轉之必要性。

參、國家檔案管理

該館對於國家檔案之管理，包括描述、保存及數位化等作業，係參照國際標準 ISO 15489、檔案描述國際標準(ISAD (G) – General International Standard for Archival Description)、檔案資訊保存與展示指引(PD 5454 – Guide for the storage and exhibition of archival materials)及資訊數位儲存認證標準(BS100008 - Evidential weight and legal admissibility of information stored electronically)等規定辦理。茲說明該館對於國家檔案之編目及指南、保存維護等作業如下：

一、編目及指南

(一) 編目

該館依檔案描述國際標準(ISAD (G))進行檔案編目作業，採用多層級描述，包括全宗/副全宗、系列/副系列、案卷及案件層級，並視檔案編整情形採用不同層級描述，多數檔案採用系列或案卷層級描述；至於描述項目部分，涉屬國際交換之描述資訊包括參考代碼、題名、檔案產生者、檔案產生日期、範圍與內容等均為必要描述項目，有關檔案數量等辨識項目亦均予描述。針對已完成編目之檔案資訊，該館建置之線上目錄則提供題名、檔案產生者、範圍與內容、檔案產生日期、參考代碼等 5 個項目交叉檢索，另針對特定檔案建置主題性資料庫，提供檔案檢索及部分影像瀏覽，包括家譜資料庫、愛爾蘭行政首長紀錄資料等。

(二) 指南

針對部分檔案全宗或主題編製檔案指南，並提供線上查閱，內含檔案產生者之歷史背景、來源機關職能與沿革歷史、各全宗內涉屬業務內涵或主題、各全宗內檔案編排方式、重要案卷之案名及案情等，其目的在讓民眾瞭解館藏，也有助於研究者進一步擇選檔案深入研究。例如：國家教育委員會檔案指南(Guide to sources on national education)；公共事務辦公室檔案指南(Guide to the records of the Office of Public Works)；婦女歷史檔案指南(Guide to sources on women`s history)等。

二、保存維護

該館館藏龐大，雖有多數文件需要修護，囿於人力及資源之限，修護處理僅列屬該館檔案保存策略之一，其他較為優先注重者，則為良好典藏環境、妥善使用及以複製品取代原件提供應用等事項。茲說明如下：

(一) 檔案卷盒更新

該館近年推動保存維護事項之一，乃係更新檔案置放卷盒，分階段將早期入館之檔案卷盒更新置於符合檔案規格之卷盒，其中許多屬 16-19 世紀之檔案均已重新置入符合規定之卷盒。

(二) 檔案數位化

為保護原件與便捷使用，該館近年與相關組織合作推動數位化專案計畫，計畫目的在於提升民眾查檢館藏效率，及提升館藏可見度，以及整合建置影像資料庫，俾發揮檔案附加價值與進一步推廣運用於政府開放資料之列，亦可符應研究人員對於檔案影像化資料之需求，以及電視公司製作紀錄片需用數位化影像之情形。有關該館對於檔案數位化之擇選原則如下：

1. 需求性：檔案使用需求高，或經評估數位化後可增加使用率之檔案。
2. 重要性：具有代表性或研究意義之檔案。
3. 完整性：全宗內完整系列或案情關聯之完整卷宗。
4. 保存狀況：檔案實體保存狀況良好。
5. 詮釋資料：檔案已編目或造冊。

(三) 檔案修護

該館設置檔案修護作業空間，並於 2016 年安裝無管通風櫃，兼顧工作人員健康及檔案安全，檔案修護作業係由館內專業人員辦理外，囿於檔案修護人力有限，部分檔案修護作業係在該館專業人員督導下委外作業，並由文化遺產及愛爾蘭語部資助設立獎學金，讓專業系所畢業生協助辦理相關保存修護作業。

目前列為重點修護之檔案為 1922 年至 1923 年內閣會議紀錄及相關資料、1911 年人口普查資料、法庭起訴文件等檔案；於進行檔案修護前，先行評估檔

案破損、劣化、發霉等情形後，俾決定修護方式，例如以處理內閣會議紀錄為例，部分頁面鬆散且破損嚴重，加以多數褶皺，館方考量紙張及油墨穩定性，爰決定先於水中清洗紙頁，以降低紙張酸度，並釋放粘合劑，使頁面保持適當位置，再使用輔具於頁面邊緣小心提起紙張，俾對頁面妥為加濕，俟頁面濕潤時，使用刷子重新粘貼於適當位置頁面，使其平滑後進行修復。

(四) 檔案庫房擴建

該館目前檔案庫房除位於本館外，尚於法院大樓設置庫房，並租用典藏空間典藏國家檔案，又依檔案法規定，該館另指定地質調查委員會及國防部等二機關為國家檔案保管處所，惟基於未來推動機關檔案屆期移轉年限由 30 年縮短為 20 年，檔案典藏需求勢必擴增，加以各機關移轉檔案暫存區並未設置空調設施，影響檔案妥適保存，爰提報國家檔案典藏空間擴建計畫，並經文化部核定，計畫期程自 2016 至 2022 年，總經費為 8 百萬歐元(約新臺幣 2.8 億元)，預定擴增提供 13.7 萬盒檔案(約 4 百萬件、1 億頁檔案)所需典藏空間。



圖 3-5：愛爾蘭國家檔案館檔案修復室



圖 3-6：愛爾蘭國家檔案館檔案修復做法展示



圖 3-7：愛爾蘭國家檔案館檔案修復設備

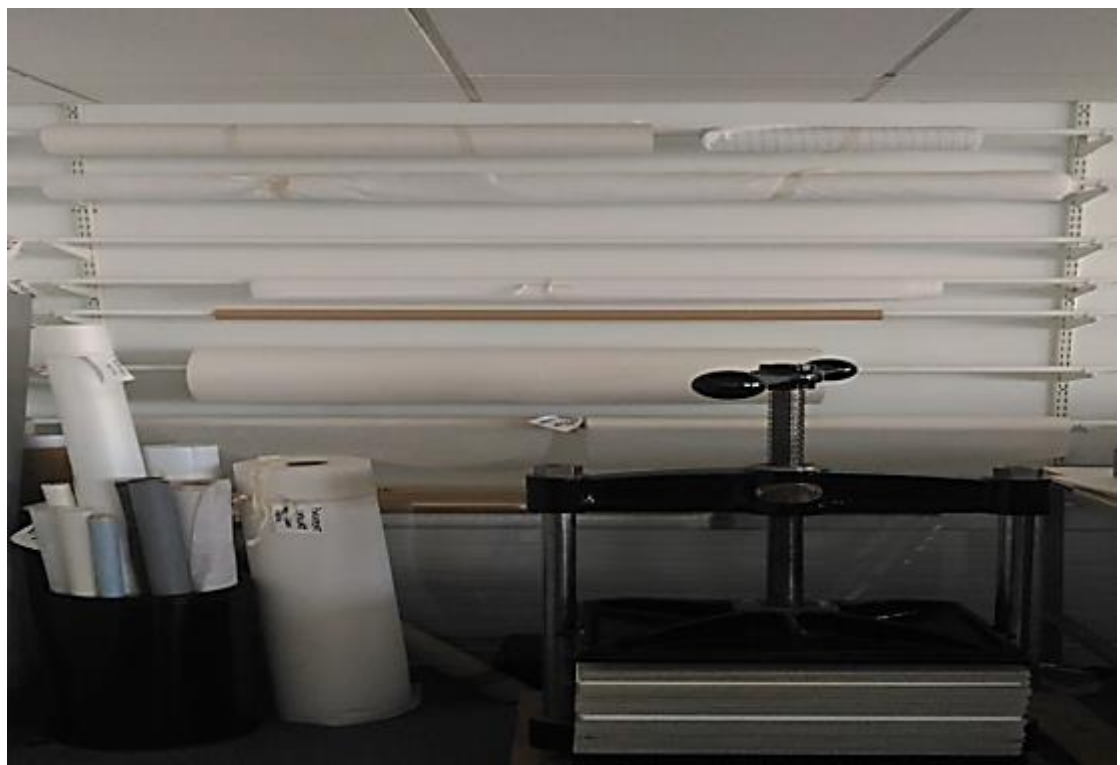


圖 3-8：愛爾蘭國家檔案館檔案修護用紙架



圖 3-9：愛爾蘭國家檔案館移轉檔案暫存空間



圖 3-10：愛爾蘭國家檔案館庫房

肆、檔案應用服務

一、空間設施

該館閱覽室空間劃分文宣與公告區、服務櫃檯、參考諮詢室、微縮膠卷閱覽區、檔案檢索區、一般檔案閱覽區等，為改善閱覽室環境，該館自 2016 年迄今編列計畫經費，逐步安裝空氣處理系統、更換天花板、LED 照明設備，並購置相關視聽設備。

二、服務

閱覽室服務時間為每週一至週五 9 時 15 分至 17 時，中午不休息，惟 12 時 15 分至 13 時 30 分及 16 時後不提供調卷，服務對象原則為 18 歲以上成年人，18 歲以下未成年人如有到訪需求，可先行聯繫該館，俾依研究需求視情形提供服務。使用者首次到訪閱覽室前，須攜帶附有照片之身分證明文件，如護照或駕駛執照等，以及不超過 6 個月的地址證明資料(如最近的水電費或旅行證件等)辦理讀者證，有效期間為 3 年。

依該館閱覽室使用規定，使用者須遵守下列規範，如違反相關規定，該館將禁止使用檔案或取消讀者證：

- (一) 到訪閱覽室前，須先於該館大廳辦理登記，使用者僅能在閱覽室閱覽檔案及查詢參考工具。
- (二) 除筆記本、個人電腦及數位相機外，個人物品包括大衣、夾克、帽子、手提袋(包)等物品，不得帶入閱覽室，須放置於儲物櫃。
- (三) 禁止攜入食物或使用任何可能對檔案造成損害的物品，包括原子筆、墨水、標記物、橡皮擦、矯正液或任何類型的粘合劑、尖銳物、鉛筆刀或訂書機等，相關物品須放置於儲物櫃。
- (四) 須妥善保管及使用檔案，儘可能使用館內提供之書墊，衣服不置放於閱讀桌，不靠於檔案上或於檔案上放置文件，亦不得標記或折疊文件，或將檔案拆卷或變動檔案原來順序等。
- (五) 鉛筆只可用於記筆記。

(六) 不得使用複印、三腳架、掃描、錄音及其他電子設備，如須使用攝影器材，須填列攝影許可表，經館方同意後使用。

(七) 未經該館書面同意，不得發布或複製檔案。

該館自 2003 年以來，於每週一至週五 10 時至 13 時 30 分提供專業家譜諮詢服務，每年約有 1,500 人次諮詢，多數使用者係來自英、美、澳等國家之愛爾蘭移民，藉由檔案尋找具有愛爾蘭血統的事實。使用者除可洽詢閱覽室值班人員外，館方亦提供家譜研究人員名單，由需求者逕洽相關研究人員。

三、申請應用

(一)申請應用作業原則

1. 持有效讀者證至現場提出申請應用或採事前預約方式辦理。
2. 申請項目限定 6 卷，每次提供原件 1 卷，其餘檔案存放於閱覽室櫃檯後方。使用者用畢歸還後，再至閱覽室領取待閱覽檔案，如當日未閱畢，可填列保留申請單，經核准後，一般檔案可保留 3 天，法院檔案則保留 5 天。
3. 未於預約日到訪應用，館方將保留 3 日，並於第 3 日還卷，使用者如失約 3 次，將喪失使用預約服務之權利。
4. 開放日每日 9 時 15 分至 12 時 15 分、13 時 30 分至 16 時受理申請檔案，除部分檔案因未存放於館內，申請當日無法提供外，多數可提供應用。

(二)檔案准駁及複製

該館管有超過 30 年的檔案，原則全部提供公眾查閱，惟仍有下述部分檔案雖已入館，但尚未提供開放應用，該館係協同相關機關進行檢視，以決定是否開放應用：

1. 檔案法實施前已入藏之機關檔案。
2. 未屆滿 30 年者。
3. 屆滿 30 年但移轉時涉屬檔案法規定不開放應用條件者。

此外，目前因應 2018 年 5 月 25 日施行的歐盟個人資料保護規定，該館將

再評估檔案開放原則。

在複製服務方面，可於閱覽室或透過郵寄提出複製申請，不接受電話或電子郵件方式提出申請，檔案複製係由館方使用掃描設備進行，惟因部分檔案原件脆弱或屬大型文件圖表，無法提供複製品；複製收費方式包括信用卡付款、郵寄寄送支票、銀行匯票或國際等匯票等(幣值限定為歐元)，惟不收取現金。

四、機關檢調國家檔案

各機關檢調國家檔案，應提出申請，調閱期限最長 6 個月，屆期應依程序辦理展期；此外，各機關對於已移轉該館之國家檔案，按法庭訴訟決定或基於行政理由，由各機關指定人員於檔案加附文件或註記事由，特殊情況下，得由該館相關人員為之。



圖 3-11：愛爾蘭國家檔案館閱覽室入口大門



圖 3-12：愛爾蘭國家檔案館閱覽室公佈欄及文宣區



圖 3-13：愛爾蘭國家檔案館閱覽室-1



圖 3-14：愛爾蘭國家檔案館閱覽室-2



圖 3-15：愛爾蘭國家檔案館閱覽室-3(參考諮詢小間)

伍、檔案展覽推廣

一、檔案展覽

(一)實體展覽

1912 年至 1922 年是愛爾蘭起義革命期間，為紀念這段具有重要意義的歷史，自 2012 年開始，愛爾蘭文化遺產及愛爾蘭語部推動許多全國性活動，名為「慶祝革命十年百週年紀念活動(Decade of Centenaries)」，持續十年至 2022 年，俾透過相關政府機關及民間組織舉辦之各類型活動，以及建置專屬網站串接相關活動，紀念當時在各地發生的重要人物與事件，愛爾蘭國家檔案館辦理涉屬檔案有關之活動，包括與市立檔案館、愛爾蘭電影資料館等檔案典藏機關(構)分別舉辦相關展覽、編製主題性檔案清冊或索引、發行出版品、演講、專題討論會等。

(二)線上展覽

1. 每月檔案

自 2003 年迄今，該館每年就前年底移轉入館之國家檔案，每月擇選特定主題檔案，並名為「檔案意識月(Archives Awareness Month)」，摘述檔案內容併同部分影像展示於網站，擇選之檔案影像主要係較為吸引人之地圖、照片、書信、海報等，呈現當年 1 月起最新入藏檔案，並強調完整檔案置於國家檔案館，且屬已屆滿 30 年可開放應用之檔案，歡迎各界至該館閱覽應用，以推廣檔案運用。

2. 特定主題展示

該館自 2004 年提供線上主題特展，惟自 2012 年後因配合愛爾蘭文化遺產及愛爾蘭語部推動革命十年百週年紀念活動，並未每年建置提供線上展覽，目前展示的主題包括 2004 年「文學家 James Joyce」、2006 年「1916 年的 Jacob 餅乾工廠」、2007 年「皇冠上寶石之竊」迄至 2011 年的「條約」等，展覽內涵較富故事性，早期建置之線上展示內容主要是靜態呈現檔案影像及背景文字說明，但後期建置之展示手法較為豐富多元，包括網站畫面較具設計性、針對主題延伸不同面向呈現、動態影片展示等。

(三)提供館藏借展

該館每年配合自文化、檔案或教育等機關(構)辦理之展覽，提供館藏借展，並擬定借展原則如下：

1. 至少 6 個月前提出借用申請，該館於 10 個工作日內回復確認。
2. 借期一般以 3 個月為原則，一個機關至多借用 10 個展件。
3. 愛爾蘭境內機關得借用原件，其餘機關僅提供數位化檔案。
4. 保存狀況、尺寸或規格不適合出借之檔案，則以複製品替代。
5. 原件出借前，另以數位化複製檔案。
6. 由典藏部門指定人員隨同檔案往返展場，俾依商定之保護措施予以展示，如遇臨時狀況亦可適時因應處置。
7. 借用機關擔負各項作業涉及檔案保護、裝箱、運送及隨行人員等費用。

二、推廣活動

該館舉辦推廣活動宗旨在於宣導檔案意識及推廣檔案運用，包括結合出版品宣導、舉辦主題性研討會、結合外界參訪活動併同宣導、舉辦競賽活動等，近年來舉辦活動之主題包括：檔案保存意識與修護方法、推廣家譜檔案活動~你以為你是誰直播比賽活動等；另外，該館基於館藏之歷史價值及家譜檔案之稽憑價值，參與廣播節目錄製或協助電視節目製作，例如：「家譜(Genealogy Roadshows)」、「掌握歷史(Hands On History)」影片及「看見照片中的你(See you at the pictures)」廣播節目等。

另配合當年移轉入館之檔案係於隔年 1 月第 1 個工作日提供開放應用，為強化宣導新到館藏，該館於檔案移轉當年擇定年底前數天期間，邀請媒體記者預覽檔案原件(Annual Media Preview)，以 2016 年為例，係擇定於當年 12 月 7 日至 9 日三天提供檔案預覽，期間計有代表 13 個媒體組織、22 位記者至館預覽檔案，並請媒體發布新聞廣為宣傳。

此外，該館近年亦評估是否舉辦檔案館開放日活動，經評估暫不訂定特定之開放日，而係結合相關活動配合延長檔案館營運時間，例如：結合文化部舉辦之文化之夜活動，擇定 1 天晚間舉辦檔案館參訪之旅及談話活動。又基於網路媒體興起，該館亦善加利用相關網路媒體例如 Twitter 等推文宣導、加入文化資源或檔案相關平台、建置主題檢索或影像資料庫、線上展覽等方式，有助提升線上參訪者比率，依 2016 年統計結果顯示，該館與英、美、澳、紐、法、德等國家檔案館比較，每年參訪網站人數位居第一。

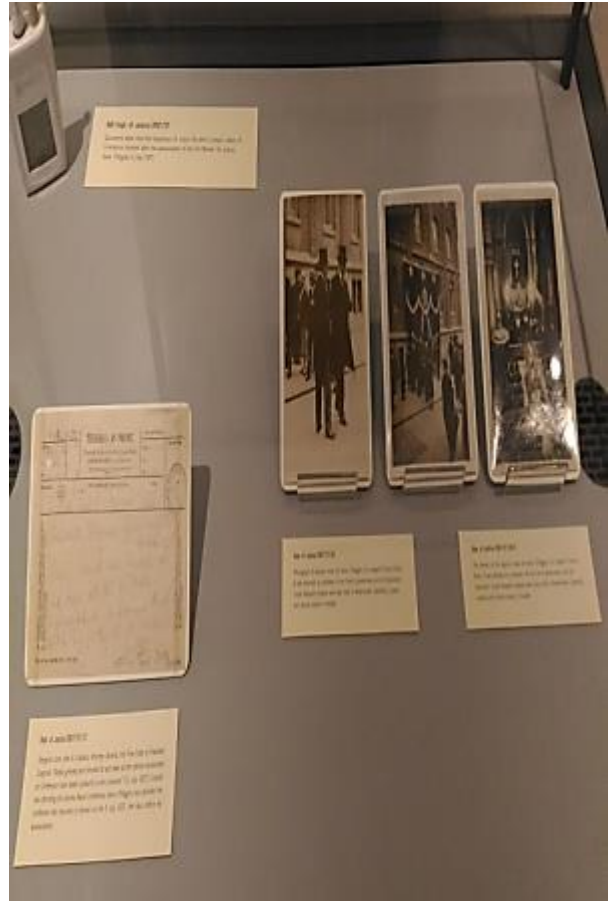


圖 3-16：愛爾蘭國家檔案館檔案展覽區-1(大門入口)

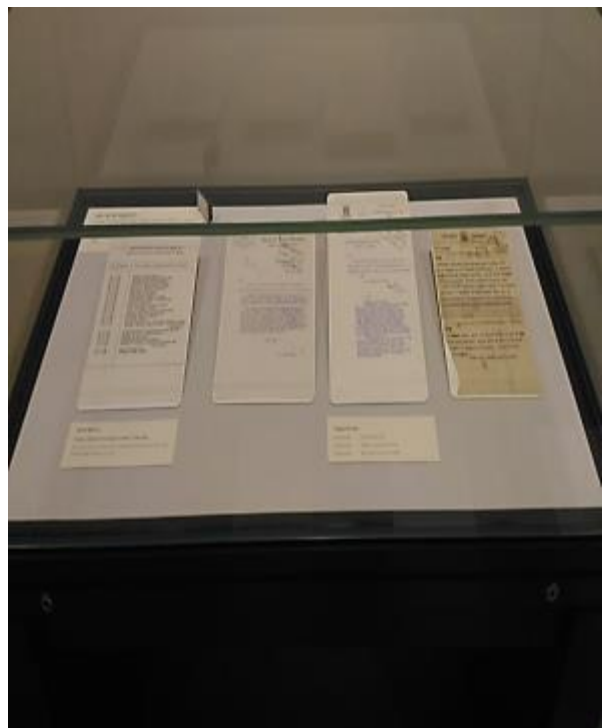


圖 3-17：愛爾蘭國家檔案館檔案展覽區-2(閱覽室入口)

陸、檔案專業培訓

該館專業人員培訓部分，主要係參與英國與愛爾蘭檔案協會(Archives and Records Association UK&Ireland)舉辦之各項會議或專業研習活動，該協會相關培訓課程與會議，係由該館贊助共同舉辦，此外，該館亦與文化部人力培訓單位合作推動專業人員訓練，培訓主題涉及檔案鑑定、編整描述、保存維護及資訊技術等各面向。

柒、合作交流

一、檔案專業合作

(一) 與學校檔案系所合作

該館與都柏林大學學院之檔案學院合作檔案描述工作，由國家檔案館提供部分館藏檔案，並交由該學院安排學生按照國家檔案館描述規定辦理編目作業，結合學校專業及實務工作。此外，由文化遺產及愛爾蘭語部補助設立之檔案保存獎學金計畫，提供畢業學生為期一年擔任檔案保存及修護工作，不僅有助該館檔案修護作業進行，亦促進修護人才養成，近年來有部分畢業學生來自英國和歐洲，亦有助提升該館國際形象。

(二) 合作出版

該館與外交貿易部、皇家愛爾蘭學院合作，自 1994 年起每兩年出版外交政策檔案選輯(含線上版)，並於 2015 年愛爾蘭加入聯合國 60 週年紀念日，合作舉辦展覽，且於聯合國總部(紐約)展出。

(三) 國際合作

1. 該館參與歐洲檔案協定網站(Archives Portal Europe)，該網站由歐盟委員會支持，自 2009 年運作，為歐洲各個國家檔案館合作加入之平台，提供串接檢索各館檔案資源，目前有 33 個歐洲國家檔案館加入。
2. 該館於 2015 年加入數位化保存聯盟(Digital Preservation Coalition)，該聯盟係於 2002 年成立，主要為協助英國、愛爾蘭與北愛爾蘭等國家境內眾多機關(構)文件檔案數位化作業及技術發展之組織，愛爾蘭國家檔案館希望協

同加入該組織之愛爾蘭國家圖書館及都柏林大學學院等機關學校，共同推動愛爾蘭文件檔案數位化之發展。

二、檔案推廣合作

(一)與中央機關合作

該館與愛爾蘭國家圖書館、國家博物館同屬文化遺產及愛爾蘭語部所屬，可透由該部資助相關經費共同推動計畫推廣文化教育活動，其中頗獲外界正面迴響之活動，為該館於 2015 年與愛爾蘭國家圖書館、國家博物館合作舉辦「好朋友：加利波利的愛爾蘭人(Pals: the Irish at Gallipoli)」戲劇演出，該作品係基於第一次世界大戰期間皇家都柏林軍營四個愛爾蘭人生死攸關事件，並以檔案為來源追蹤佐證該四個人的故事，由文化遺產及愛爾蘭語部資助，委託愛爾蘭著名 ANU Productions 劇院公司辦理，在 2 個半月期間於愛爾蘭國家博物館演出上百場次，讓觀眾透過戲劇演出，瞭解歷史，亦推廣檔案的運用。

(二)與地方機關合作

2016 年，該館參與「都柏林文化資源(Dublin's Culture Connects)」網站平台，該平台由都柏林市議會建置推動，其目的係藉由參與機關(構)及團體之夥伴關係，透過文化創造或參與等各項活動，強化民眾與城市聯結關係，例如每年定期舉文化俱樂部(Culture Club)活動，由活動人員陪同都柏林各地團體及個人全年免費參加各種文化場所，包括博物館、檔案館、畫廊及圖書館等，最後以茶會方式共同討論參訪經歷，互相學習及聯繫。國家檔案館透過該平台舉辦之各項活動，得以向相關團體介紹檔案的豐富性及各項服務，該館並製作個人及社區記憶時空膠囊進行宣導，經過推廣，有許多研究地方發展及家族歷史之人員紛向該館人員諮詢各項檔案資源。

三、行政協助

因應相關部會處理愛爾蘭 1921 至 1923 年內戰期間因軍事行動造成個人及組織損失依法提出賠償案件，該館協助提供相關稽憑檔案協助賠償進行，並自 2013 年以來持續進行相關檔案之查檢、編目、修護及更新卷盒等工作，俾供各地方政

府查檢使用，未來將爭取經費優先進行數位化作業，有助深入研究內戰期間對人民財產造成損失之情形。

第四章 都柏林市立圖書與檔案館

壹、簡介

一、機關簡介

都柏林市立圖書與檔案館興建於 20 世紀初期，來自當時慈善家安德魯卡內基(Andrew Carnegie)資助興建完成，並隸屬都柏林市議會，為該市 26 所公共圖書館網絡中第 5 個成立之圖書館，也是該市唯一典藏歷史紀錄之檔案館，1909 年開放使用，典藏自 1171 年至 20 世紀末期產生之檔案，記錄都柏林市逾 8 個世紀以來的發展。

二、館藏簡介

都柏林市立圖書與檔案館典藏與都柏林及愛爾蘭有關的各種圖書期刊、照片、地圖、版畫、繪畫、海報、民謠、政治漫畫及視聽資料等；其中屬於檔案之館藏溯及 1171 年自 20 世紀末期，包括市政委員會會議記錄、帳簿、書信、計畫、報告、法庭記錄、地契、地圖、圖畫、民謠樂譜及視聽資料等；此外，該館亦徵集私人收藏與都柏林市歷史發展相關之檔案，是研究都柏林當地歷史發展的重要資源。較具特色之館藏如下：

- (一) 英國授予憲章：係指歷屆英國君主授予都柏林市 102 套憲章，最早憲章是由亨利二世於 1171-1172 發布，賦予居住於都柏林市之權利，其後憲章擴及成為特權與財產之依據，亦構成愛爾蘭國內法之基礎。
- (二) 公會檔案：11 世紀開始，公會於西歐蓬勃發展，都柏林的公會制度係依英國於 1192 年頒布憲章獲得許可，公會檔案記錄了都柏林市商業及政治生活。
- (三) 都柏林市鎮發展檔案：包括市議會自 12 世紀成立迄今運作相關檔案，其中較有特色之全宗檔案如下：

1. 選舉檔卷：1898 年以來之選舉名冊相關檔卷，該檔卷已數位化，並建立資料庫提供檢索，可用於家族史、當地歷史和社會歷史之研究。
 2. 城鎮整併相關檔卷：記錄都柏林市區城鎮擴展、其他市鎮納入都柏林市議會接收管轄、城市規劃、財產收購等法律文件與往來信函，以及街道佈局、建築計畫與相關地圖或建築設計圖。
 3. 世界大戰期間檔卷：主要為第二次世界大戰期間德軍對愛爾蘭轟炸傷亡情形、清理行動及重新安置相關文卷及照片等。
 4. 都柏林城市考古檔案：係指在都柏林市進行考古調查所產生的記錄，多數為都柏林城遺址有關的考古檔案。
- (四) 個人手稿及檔案：包括歷史學家約翰吉爾伯特(John T. Gilbert)個人收藏 16 至 18 世紀手稿文件、18 世紀愛爾蘭著名文學大師強納森史威夫特(Jonathan Swift)作品、都柏林當地體育性組織運作記錄(如照片、會議或財務記錄、會員名單及比賽結果等)。
- (五) 戲劇相關檔案：該館自 1981 年起徵集戲劇相關檔案，超過 250 個全宗檔案，約計 10 萬件檔案，來自劇院公司、個人演員、導演、服裝佈景設計師、劇院評論家及粉絲收藏之紀錄或文物，其內容多元，計有戲劇節目、傳單、海報、剪報、舞台管理圖書、戲劇製作筆記、服裝與佈景設計文件、書信、編劇腳本、照片及錄音資料等。



圖 4-1：都柏林市立圖書與檔案館外觀



圖 4-2：都柏林市立圖書與檔案館私人捐贈書信及明信片



圖 4-3：都柏林市立圖書與檔案館私人捐贈照片及明信片

貳、建築特色

由 19 世紀都柏林市著名之教堂建築師 C.J. McCarthy 設計興建，建築外部材質採用砂岩和石灰石，透過陽光照射砂岩，煥發金光，入口處上方設計壁柱式窗戶，下方則經由圓柱形成的古典門道進入館內；該建築於 2000 年至 2003 年期間修復擴建，主要係合併後棟房屋，並於銜接處設計挑高通道，擴建後形成之大型弧形玻璃屋頂外殼為其建築特色，其構想係以“檔案蜂巢(Arc Hive)”為名之設計，採用玻璃鵝卵石形成半透明玻璃屋頂，呈現蜂巢外觀，反映蜜蜂收集與儲存本能，與圖書檔案藏品理念相似，玻璃內浮現花粉點點嵌有來自早期愛爾蘭語字母，充分展現歷史意涵；此外，修建工程尚要求建商使用愛爾蘭製造之各式材料，期藉由建築反映愛爾蘭當時社會與文化特徵。經過修復與大規模整修後，新建築於 2003 年重新開放，除保持原有主樓建築完整性外，並提供多功能用途，包括檔案典藏空間、會議室及輕食餐廳等。

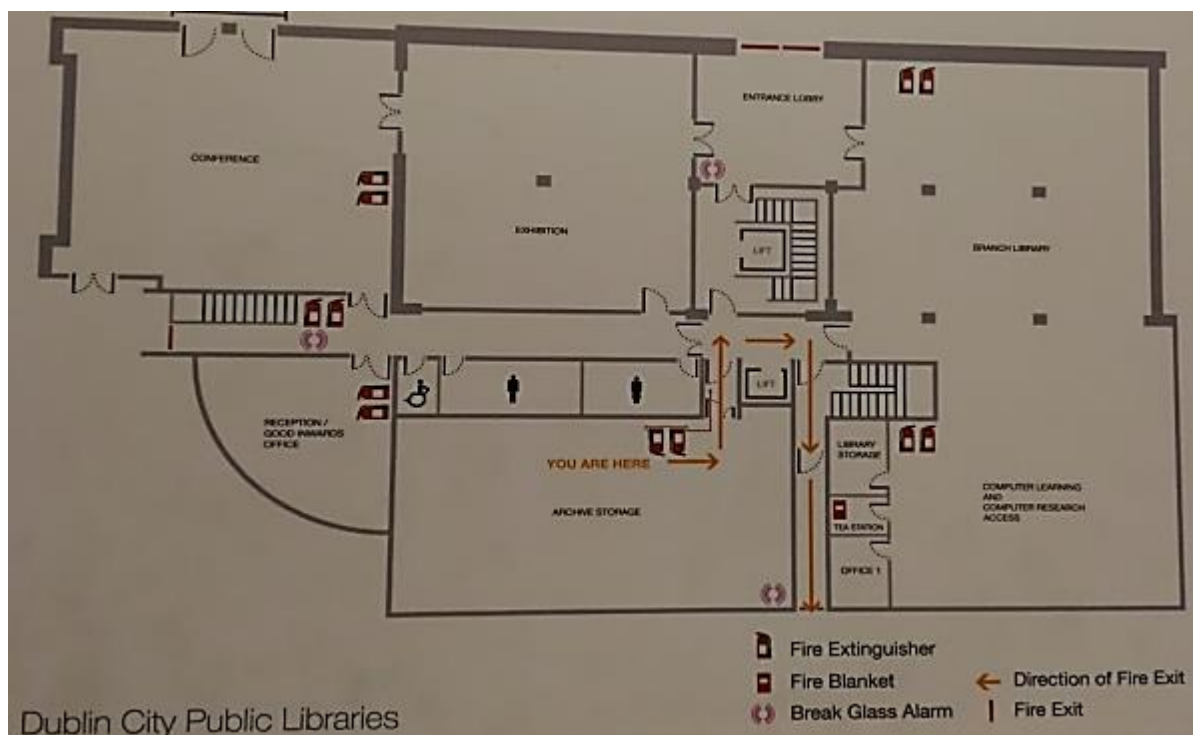


圖 4-4：都柏林市立圖書與檔案館 1 樓平面圖

參、檔案管理

一、檔案徵集及保存

該館檔案徵集方式包括依法移轉、捐贈購置或託管，其依法移轉對象為都柏林市政府各機關管有之文件，法令依據則係依 1994 年修頒之地方政府法(Local Government Act, 1994)，依該法規定，各地方權責機關應妥適保存管理文件與檔案，並提供對外查詢應用。因應政府資訊開放之趨勢，愛爾蘭中央政府職司政府資訊自由業務之部門於 2000 年 3 月召開會議，決定各地方政府基於文件管理之同質性及重要性，應共同成立委員會，以訂定文件管理規定。

2001 年，愛爾蘭政府增修地方政府法相關規定，明定文件範圍係指各機關因公務產生或收受或承接其他機關之各類型資料，包括紙質文件、照片、地圖、錄影音資料、畫作、機器可讀等資料。2002 年，為明確各地方政府文件之保存期限及清理事項，由愛爾蘭相關地方政府人員及檔案管理人員組成委員會，遵循國際標準組織對於文件管理(ISO15489)之規定，制定地方政府文件保存期限政策，包括文件管理指引、各類別文件保存期限、文件管理資訊化系統及檔案鑑定原則等。

依據前開政策揭示之原則，地方政府文件生命週期以系列為單元區分三個階段，按保存期限表判定文件符合各該階段之條件或期間，各系列屆期之判定則以該系列所含不同案卷分別判定，亦即該系列內最早產生之案卷已逾現行文件規定期限者，則移入文件中心集中保管，其他未逾現行文件規定期限之案卷則繼續存置於業務單位。有關地方政府文件生命週期各階段說明如下(如表 2 例示)：

- (一) 現行文件：指業務承辦人員辦理職掌工作經常需用且存放於業務單位之文件，該文件依保存期限表所列現行存放年限存置於業務單位；如屆現行保存年限且依保存期限表列屬非現行文件者，則移轉至該機關文件中心依非現行文件適用之保存年限廣續存放，惟無須納為非現行文件者，則依規定程序銷毀。

- (二) 非現行文件：業務承辦人員偶爾參用或基於法律財務稽憑所需之文件，集中存放於各機關文件中心，該文件屆非現行文件應保存期限後，則由文件中心造冊送由原業務單位判定使用需求，如認需繼續保存者，則賡續存放於文件中心。
- (三) 銷毀或移轉為檔案：各機關不再需用之文件，依保存期限表所列清理處置條件辦理銷毀或移轉至各該市立檔案館。

表 2-1 文件保存期限表(2-1)

Series Title: Staff Meetings						
Description Files on meetings held among staff in a section	Documents Minutes, notes and correspondence	Retention Recommendations <table border="1" style="width: 100%;"> <tr> <td style="background-color: #d9ead3;">Current</td> <td style="background-color: #4f81bd; color: white;">5 Years</td> <td style="background-color: #d9ead3;">Non-Current</td> <td style="background-color: #a6c9ec;"></td> </tr> </table> Archive Dispose ✓ <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Comments </div>	Current	5 Years	Non-Current	
Current	5 Years	Non-Current				

表 2-2 文件保存期限表(2-1)

Series Title: Office Equipment										
Description Equipment purchased in each section	Documents Brochures, correspondence, quotations, orders and invoices	Retention Recommendations <table border="1" style="width: 100%;"> <tr> <td style="background-color: #d9ead3;">Current</td> <td style="background-color: #4f81bd; color: white;">2 Years</td> <td style="background-color: #d9ead3;">Non-Current</td> <td style="background-color: #a6c9ec;"></td> </tr> <tr> <td colspan="2"></td> <td colspan="2" style="background-color: #a6c9ec;">For life of equipment</td> </tr> </table> Archive ✓ Dispose <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Comments Maintain a record of any service contracts and dispose of remainder </div>	Current	2 Years	Non-Current				For life of equipment	
Current	2 Years	Non-Current								
		For life of equipment								

二、檔案編目及典藏

檔案編目標準係參照國際檔案描述標準 ISAD(G)，區分全宗/副全宗、系列/副系列、案卷/案件等三層級，各層級必要描述項目包括「參考代碼(例如檔號)」、「題名」、「檔案產生日期」、「媒體型式與數量」、「檔案產生者」、「範圍與內容」等，全宗層級另須著錄「檔案管有歷史/傳記歷史」描述項目。

該館對於檔案修護作業，囿於人力之限，係以爭取經費委外方式進行，至於檔案庫房與設施之建置，則參照 BS 5454 標準，包括庫房牆壁、地板、天花板及門等設施，具備 4 小時防火等級規格，並採用 HFC 227 EA(氣態氟代烴)氣體滅火系統，避免灑水系統導致檔案損害，庫房環境溫溼度分別控制在攝氏 15 度及 55%±2%之溼度，此外，該館訂定緊急災害管理計畫，針對水災、火災、停電、蟲害及人為入侵等災害，擬定預防性措施及應變方案。



圖 4-5：都柏林市立圖書與檔案館檔案庫房



圖 4-6：都柏林市立圖書與檔案館大尺寸檔案保存情形

肆、檔案應用服務

閱覽室位於該館一樓，提供檢索、參考諮詢、閱覽及複製等服務，時間為每週一至週四 10 時至 20 時；週五至週六 10 時至 17 時，午餐時間不休息；使用者到訪閱覽室須持有效身分證明文件，如護照、駕駛執照、學生證或就業證等辦理閱覽證，有效期間為 3 年；為利使用者閱覽，設置 36 個閱覽座位，提供免費無線網路，並於閱覽桌配置電源插座，供使用者上網使用，使用者可透過線上目錄系統查詢，亦可至館內查詢紙本目錄。此外，該館典藏具歷史性之索引工具，提供外界查詢，例如婚姻紀錄索引，係將 18-20 世紀都柏林教區登記冊之洗禮、婚姻、墓葬等基本資料予以索引，便於民眾從該等基本資料進一步追蹤查找所需檔案。

使用者申請應用檔案，須填列申請書表向館方提出申請，每次可提供應用 3 件檔案，用畢再申請取件。應用檔案時不得使用相機、掃描器材或其他複印設備，而為確保檔案安全，民眾應用檔案時，該館將由專人從旁協助，使用者如有複製需求，須提出書面申請，館方依循資料保護法等相關法規進行審查後提供，相關法規包括：

一、資料保護法(Data Protection Act)

該法規定任何管有個人資料之組織應依照該法規定保護個人隱私，民眾發現個人資料不正確者，有權請管有資料之組織更正該個人資料。

二、地方政府法(Local Government Acts)

該法規定地方政府應妥善保管因公務而產生之任何型式之文件與檔案，並提供民眾應用屆滿 30 年之檔案(其中個人資料屆滿 100 年始對外開放，惟簽有保密協議之研究人員不在此限)。

三、資訊自由法(Freedom of Information Act)

該法規定公共機關(構)必須建立妥善的文件管理機制，民眾有權申請應用所需資訊，公共機構對於民眾提出之申請必須在兩週內確認收到該申請，並於四週內決定是否提供，民眾對於該決定可提出申訴。該法權責單位於 2001

年研提專案報告指出，各公共機構應制定文件管理政策，明列文件自產生至銷毀之規定事項。

四、歐盟資訊保護規定(European Communities Act (Access to Information on the Environment) Regulations)

公共機關(構)必須將所保管資訊對外提供查詢，以利民眾申請使用。

該館對於檔案開放應用之原則及做法如下：

- 一、檔案入館前，概已確定開放應用條件，且館藏檔案高達 90% 已完成數位化，使用者無需預約應用檔案，提出申請後約 5 至 10 分鐘內即可提供應用；惟如申請應用地圖原件，須於 3 天前通知，每次申請最多 10 張地圖。
- 二、檔案應用申請之審查原則為：
 - (一) 除家譜外，檔案內容涉及隱私者，將整份抽離，不予提供。
 - (二) 檔案屆滿 30 年後，除犯罪或個人資料於屆滿 100 年開放外，其餘均對外公開。
 - (三) 檔案屬機密者，該館每年定期檢討密等。
 - (四) 部分檔案因複製而有損害檔案之虞者，館方不提供應用。
 - (五) 因應 2018 年 5 月 25 日實施之歐盟個人資料保護規則，許多涉及個人資料之檔案將延後開放，該館目前持續檢視處理相關檔案暫不開放事宜。



圖 4-7：都柏林市立圖書與檔案館檔案閱覽室服務櫃檯



圖 4-8：都柏林市立圖書與檔案館檔案閱覽公佈欄及文宣區



圖 4-9：都柏林市立圖書與檔案館檔案閱覽空間

伍、檔案展覽推廣

一、展覽

該館建置獨立展覽空間，惟該空間因位處百年建物，展場無空調設施，開窗面積過大導致自然光線影響燈光設計難度，加以展場中間尚有阻擋視線之圓柱，展場空間不盡理想；其展覽除結合館藏予以展示外，每年配合愛爾蘭攝影協會舉辦之攝影比賽，擇選參賽得獎作品辦理為期 2 個月之展覽。展場入口與一般閱覽空間區隔，民眾進館觀展無須出示讀者證，參觀時間與閱覽開放時間相同，為週一至週四 10 時至 20 時；週五至週六 10 時至 17 時，該館提供專人導覽服務，如為 10 個人以上團體，須先申請團體導覽服務，參觀者多數來自學校師生或安養中心民眾。

以 2018 年 5 月 8 日至 6 月 27 日舉辦「Mícheál Mac Liammoir 與都柏林劇院」展覽為例，該展覽素材多來自該館典藏重點-戲劇檔案，少數文物來自其他團體或個人捐贈，自 1 月開始規劃，策展過程約需 4 個月，以展櫃、海報、看版等方式展示，展出文件、照片及服飾等檔案，基於後續移展需要，相關展示物件及硬體設施，均配合移展所需進行彈性設計(例如看板下方裝置滾輪等)，惟因預算不足，以及展場空間無空調設施與場地中間圓柱影響視線等限制，於佈展時均須另外因應調整，每次策展經費約計新臺幣 45-60 萬元(1.2-1.6 萬歐元)。

二、推廣服務

2010 年，都柏林市獲聯合國教科文組織指定為文學城，因此，該館相當重視教育推廣活動，每年舉辦國際 IMPAC 都柏林文學獎(International Dublin Literary Award)，提名係由世界各地主要城市的公共圖書館提交，獎金高達 10 萬歐元，由都柏林市議會及相關機關贊助，為國際性的文學獎項；另外，該館亦結合其特色館藏，包括樂譜、歌劇、歌集、錄音資料等，舉辦演奏或表演性質活動。

陸、檔案專業培訓

該館專業人員培訓部分，係參與英國與愛爾蘭檔案協會(Archives and Records Association UK&Ireland)舉辦之專業研習活動，以該協會辦理檔案保存認證課程為例，該課程取得資格獲得各市議會及公共服務行業組織(UNISON)認可，課程內容包含圖書、地圖、紙張、羊皮紙等各類媒材有關保存理論、實作技能及 24 週 1 對 1 實習指導課程，學員必須是該協會成員且於修護室工作者，由不同領域專家指導學員，並請學員提出與實習課程相關報告，其間並舉行實習生會，提供學員討論平台，最後是筆試與口試，學員必須就所有媒材文件，提出保存修護報告，包括使用方法優點及可能替代方案，取得資格認證通常需要 2-3 年時間。



圖 4-10：都柏林市立圖書與檔案館檔案展覽空間



圖 4-11：都柏林市立圖書與檔案館檔案展覽面板



圖 4-12：都柏林市立圖書與檔案館檔案展示

第五章 都柏林大學學院檔案館

壹、簡介

一、機關簡介

都柏林大學學院檔案館於 1971 年成立，起初係以典藏公眾人物私人文件為核心館藏，1997 年，該校明文設立檔案館並提供檔案服務，其職責亦隨之擴展為支援大學運作之角色，同年，該校與愛爾蘭方濟會(Order of Friars Minor)簽署 UCD-OFM 合作協議，該館爰典藏方濟會圖書館移轉之手稿文件，2005 年 9 月，該館改隸該校歷史及檔案學院，其館址位於柏林大學學院貝爾菲爾德(Belfield)主校區之 James Joyce 圖書館一樓，入口處單獨設置於圖書館左側，未與圖書館入口處連通。

基於館藏之多元性，其成立宗旨不僅支援教學、研究及行政需求，也期望透由檔案呈現愛爾蘭歷史發展及走向現代化的基礎，目前館內工作人員計有 4 人，其中 1 名為兼職行政助理。



圖 5-1：都柏林大學學院檔案館(位於該校圖書館左側一樓)

二、館藏資料

檔案徵集標的以不具行政價值之非現行紀錄為主，館藏來源包括大學內部單位及私人團體捐贈檔案，其類型如下：

- (一) 已裁併之校院或大學內部單位文件紀錄：大學組織與營運、大學傑出師生個人文件、大學出版刊物、學生社團、校友組織、相關協會等記錄。
- (二) 私人團體檔案：私人團體收藏有關愛爾蘭歷史及發展之檔案，目前典藏許多愛爾蘭公眾人物之文件，包括總統、政府官員、司法人員及歐盟委員會成員等；此外亦徵集自許多重要組織之檔案，例如政黨、工會、專業或文化協會與體育團體等，是類館藏成為研究 20 世紀愛爾蘭歷史、政治及文化之重要素材。
- (三) 方濟會檔案：依據該校與愛爾蘭方濟會簽署之合作協議，方濟會將中世紀及近現代之部分手稿移轉檔案館典藏使用，所有權仍屬方濟會，交由檔案館管理檔案。



圖 5-2：都柏林大學學院檔案館方濟會檔案

貳、檔案管理

該館對於私人團體捐贈檔案之程序，須先由館方鑑定審選，針對確定徵集入館之檔案，請捐贈者依規定置於卷夾，並於卷面註記案卷名稱及產生日期後裝箱，併同移轉清單辦理移轉，相關費用由捐贈者自付。

入館檔案之編目，區分不同層級，多數以全宗層級編目，著錄項目包括全宗名、產生起迄日期、數量、關聯描述(人物及典藏歷史)、內容描述、查詢使用條件(使用限制、使用方式、內文語言)等，前開著錄項目可以透過線上目錄查詢瀏覽，另外部分目錄可線上連結較為詳實之資訊，包括列出該全宗下各系列主要內容及所含案件數量，讓使用者可以據以判斷並決定進一步閱覽需求。

該館檔案庫房計有 7 間，依檔案類型及來源區分設置，包括特殊媒體類型檔案(錄影音資料)、地圖檔案、方濟會檔案、個人檔案及學校檔案等，各庫房均採溫溼度控制，並配置消防安全設施及門禁管理，各庫房僅餘 1 間未滿載，其餘庫房已屆滿載，是以，爭取館藏空間為該館目前優先推動事項。

該館檔案數位化範圍主要為方濟會檔案及個人全宗檔案，至有關檔案之修護部分，係採委外方式為之。



圖 5-3：都柏林大學學院檔案館檔案庫房間通道



圖 5-4：都柏林大學學院檔案館檔案庫房-1(紙質庫房)



圖 5-5：都柏林大學學院檔案館檔案庫房-2(照片庫房)

參、檔案應用服務

都柏林大學學院檔案館服務對象除該校教職員工及校友之外，亦包括校外人士，提供檔案檢索、參考諮詢及應用服務，並辦理檔案展覽、出版等推廣活動，以增進外界對該校歷史、組織或功能之瞭解；此外，由於多數館藏來自私人捐贈涉屬愛爾蘭歷史及現代發展之檔案，有助於各界教學與研究發展。因此，該館僅供外界以研究為目的應用檔案，茲說明閱覽空間及服務如下：

一、閱覽空間

計有 11 個閱覽桌椅，另設置檢索小間，提供檢索用電腦 2 臺，使用者可在此檢索檔案，線上目錄區分一般檔案及大學檔案二類線上資料庫，館方編目室緊臨閱覽室，以透明玻璃區隔，工作人員可透過透明玻璃窗查看使用者應用檔案情形。

二、閱覽服務

該館閱覽室開放服務時間為週一至週五，1 年約有 1,000 人至 1,500 人次到訪，入館應用檔案必須辦理讀者證，讀者證效期 1 年，應用檔案則採預約登記制，必須遵守下述使用規範：

- (一) 進入閱覽室前，須先將個人物品放入置物櫃，例如外套、文件夾、及皮包等。
- (二) 不得攜帶食物或飲料進入閱覽室，避免對檔案造成損害。
- (三) 衣服不能置於閱讀桌，不得於閱覽室休息。
- (四) 妥善使用檔案，且無損及檔案之行為，例如：於檔案上放置物品、將檔案拆卷或變動檔案原來順序等。
- (五) 使用鉛筆閱覽抄錄於其他文件上，不能於檔案註(標)記或折疊檔案。
- (六) 可使用筆記型電腦或平板電腦。
- (七) 禁止使用自行攜帶之攝影或複印掃描設備，包括手機及平板電腦等。
- (八) 使用檔案應以研究為目的，並遵守版權法相關規定。

三、應用申請

使用者依據線上目錄所列使用條件，包括使用限制、使用方式、內文語言等條件，判斷是否申請應用檔案，該使用條件區分如下：

- (一) 提供應用原件，並請先行預約，應用時間限於上午 11 時至下午 2 時。
- (二) 提供應用微縮資料(如僅提供應用某個年代以前檔案，則併予敘明)。
- (三) 提供應用數位資料。
- (四) 須向移轉單位確認可提供應用情形，詳細程序另予告知。
- (五) 僅供閱覽不提供複製。

在檔案應用申請方面，使用者需填列檔案研究申請表提出申請，申請表所列項目為姓名、永久地址、電子郵件、研究目的及研究方向等。而於受理檔案申請應用方面，大致情形如下：

- (一) 未限制提供檔案之數量，惟請使用者務必確認所需檔案標的，再提出申請。
- (二) 調卷服務僅限於每日上午 11 時及下午 2 時，因此，使用者對於上午 11 時調出之檔案，如非所需者，則須等候至下午 2 時，館方始能提供新申請之檔案。
- (三) 在原件提供方面，係依檔案保存狀況評估提供方式，例如原件狀況良好、寬鬆、平整、尺寸小於 A3，則提供使用，惟為保護檔案原件，必要時，僅能提供檔案原件 1 卷；如屬已裝訂筆記本、小冊子、期刊等，不提供列印。必要時提供數位化電子檔。
- (四) 在複製品提供方面，原則上提供微縮膠片、PDF 及紙本複製品。使用者如有複製需求，應填列申請表，敘明複製頁數，以及聲明僅作為研究目的使用，並且不得用於任何其他目的，或透漏給其他人，並完成付款。使用者未付款前，館方不做處理。
- (五) 使用者如須引用或出版授權使用時，須至少於 4 週前提出，俾利館方處理，惟由使用者取得所有權者許可，並遵守版權法規定，如侵害版權等，應自負責任。

(六) 有關複製費用繳交方面，館方目前僅提供線上繳納複製費用，閱覽室不收取現金。有關複製收費規定如下：

表 5-1 複製收費表

類型	金額
複印	每頁 1 歐元
縮微膠片的打印輸出	每頁 1 歐元
PDF 文件	每頁 1 歐元
數位化圖像(解析度 400dpi 之 JPEG)	每張圖片 10 歐元
未完成數位化之圖像	每張圖片 20 歐元



圖 5-6：都柏林大學學院檔案館檔案閱覽室置物區



圖 5-7：都柏林大學學院檔案館右側檔案應用準備區相鄰閱覽室



圖 5-8：都柏林大學學院檔案館閱覽室閱覽空間

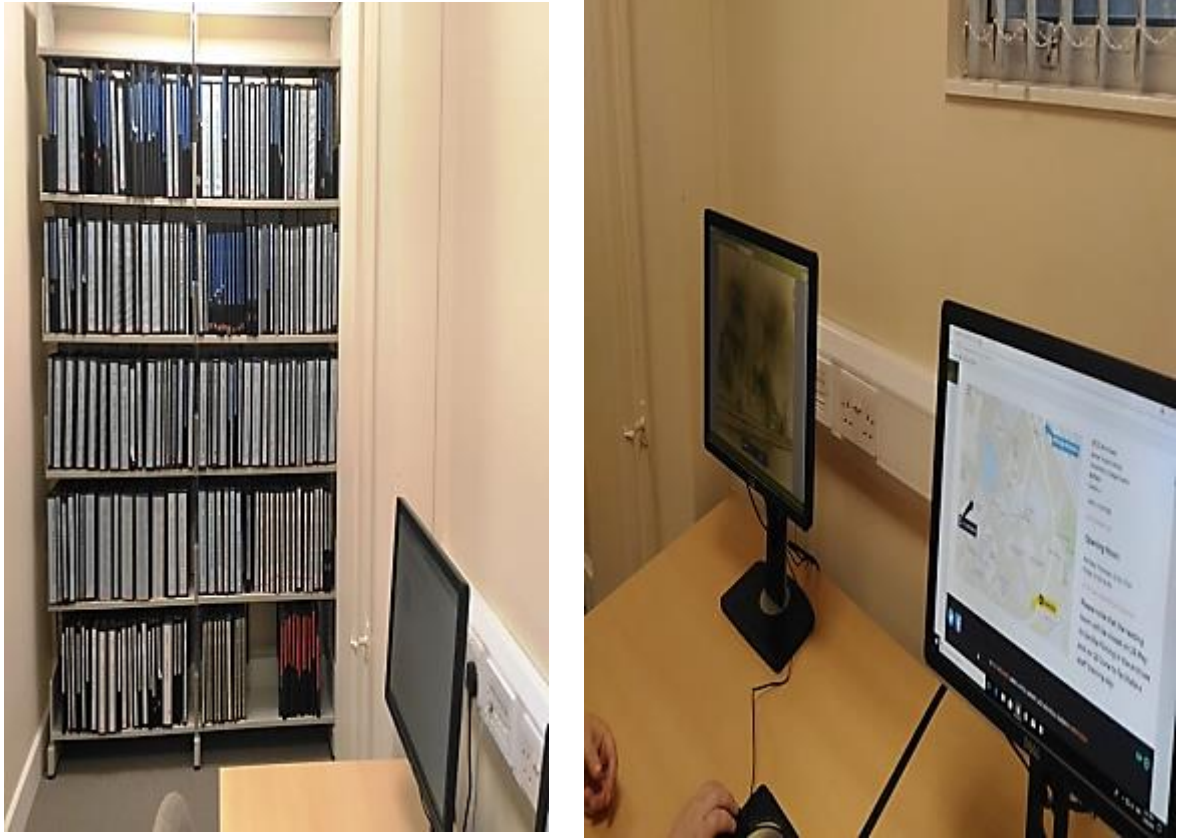


圖 5-8：都柏林大學學院檔案館閱覽室檢索空間

肆、檔案展覽推廣

都柏林大學學院檔案館利用入館大廳辦理小規模展覽，除設置 3 個展櫃外，並放置海報及相關文宣資料等。此外，該館並製作檔案明信片、特殊館藏宣傳摺頁等文宣品，每月並定期於該館網站線上展示館藏檔案全文影像。



圖 5-9：都柏林大學學院檔案館展覽空間



圖 5-10：都柏林大學學院檔案館展覽文宣區

第六章 愛爾蘭電影資料館

壹、簡介

一、機關簡介

愛爾蘭電影資料館(Irish Film Institute)原名為國家電影資料館(National Film Institute)，係於 1945 年成立，屬於非營利性組織，1983 年更名為愛爾蘭電影資料館，1993 年，與相關組織合併為愛爾蘭電影中心(Irish Film Center)，2003 年，再改回原名為愛爾蘭電影資料館。該館位於都柏林市中心利菲河南岸的坦普爾酒吧區域(Temple Bar)，該區域保留中世紀街道格局，以狹窄的鵝卵石街道為特色，屬於都柏林文化區，許多文化機構均設於此，包括音樂中心、畫廊和工作室等。該館成立初期以教育文化宣導為主，經費主要來自政府教育部門補助，開設有關於電影技術及影片賞析相關課程，並成立圖書館蒐藏電影片，使用對象主要為教師、神職人員及愛爾蘭電影協會(Irish Film Society)成員等。

1952 年，愛爾蘭著名製片人 Liam O'Leary 及導演 George Morrison 等提倡設立檔案館，隨著該館組織擴增及館藏增加，1986 年，該館設置檔案館單位，並積極蒐整典藏相關電影紀錄，惟仍未對外提供服務，迄至 1992 年遷入目前所在建物，爰於 1993 年正式對外提供檔案服務，其任務除賡續徵集典藏愛爾蘭各式電影資料，並擴展教育推廣面向，以妥善保存愛爾蘭電影紀錄資產，透過影像向社會大眾呈現愛爾蘭社會及文化發展。

該館員額計 10 人，年度經費 25% 來自愛爾蘭藝術委員會挹注，餘 75% 經費自籌，相關自籌經費源自館藏商業性使用收費服務、電影院、書店、簡餐區等營運收入，用以挹注該資料館之營運、人事及館藏典藏使用等經費需求。



圖 6-1：愛爾蘭電影資料館外觀



圖 6-2：愛爾蘭電影資料館入口廊道

二、館藏

典藏之館藏以愛爾蘭發展過程具歷史、社會及文化性之珍貴視覺紀錄為主，其產生時間係自 1897 年迄至 2011 年，館藏資料類型包括各式規格影片、數位影片、經轉製之錄影音資料及電影海報等；典藏宗旨在呈現愛爾蘭本土製作之動態影像紀錄，不限於專業人員攝製之影片，其內容多元，包括新聞影片、故事影片、家庭影片、旅行記錄片、教育影片、廣告影片及其他主題性紀錄影片。此外，為利各界研究，該館設立圖書館，蒐藏愛爾蘭及其他世界各國電影片相關圖書期刊，計約 2 萬餘本紙本圖書期刊，該圖書館名稱係以愛爾蘭著名演員為之，稱為「Tiernan MacBride reference Library」。



圖 6-3：愛爾蘭電影資料館庫房(盤式影片)



圖 6-4：愛爾蘭電影資料館庫房(錄影音帶)



圖 6-5：愛爾蘭電影資料館檔案修復空間

貳、檔案徵集

該館典藏之檔案，徵集自政府單位及私人所藏，主要源自愛爾蘭廣播電視臺、愛爾蘭電影理事會、藝術委員會等機構產生之影片紀錄，因此，受託製作影片之許多組織，依照與前開機構約定義務，均須提供相關影片予愛爾蘭電影資料館。有關檔案典藏庫房之設置，除本館建置溫溼度及安全維護控制之各類型電影資料存放庫房外，囿於典藏空間之限，該館近年於梅努斯大學(Maynooth University)設置檔案典藏庫房，以妥善保存各類型檔案。由於檔案來源及規格多元，為利檔案長遠保存與使用，該館相當注重檔案修復，設置不同類型電影資料適用之修復設施及數位化設備。

有鑑於歐洲多數國家對於國家影像紀錄資產均定有典藏政策，該館於 2016 年推動全國性檔案調查計畫，以愛爾蘭本土及國外製片者產製涉及愛爾蘭人事時地物有關之影片為範圍，請擁有與愛爾蘭相關影片之個人或組織逕自於網站線上登錄相關資訊，包括數量、內容及規格等，由該資料館彙整，俾掌握各界相關紀錄情況，作為制定國家影像紀錄資產典藏策略之參據，必要時該館可提供相關協助，以免資料因保存技術變更或年代久遠無法使用。依據調查結果，線上登錄者包括國家文化機構、政府機構、博物館、圖書館、畫廊及個人等非專業收藏者，計有 53 個館藏，內含 26,000 多件具有文化價值的電影及錄像帶資料，年代自 1910 年迄今，75% 的藏品沒有保存規劃，且多數藏品存置於條件不足之環境，該館業將該份報告揭示之資訊作為訂定國家影像紀錄資產典藏政策之基礎。

參、檔案服務

該館自 1948 年起出版期刊，並於 2001 年起與大學合作出版愛爾蘭電影系列叢書，對於提升愛爾蘭電影專業技術及影片賞析，具有重要角色；另就服務對象來看，除一般民眾外，因其館藏為全國唯一各式規格影片及年代久遠錄影音資料，吸引許多研究人員及製片人員來訪使用及研究。再

者，由於該館任務之一在於教育推廣，是其服務對象尚擴及學校師生，館藏資源為愛爾蘭各校院學生研究電影相關主題之重要素材。茲就檔案應用、商業使用及教育推廣服務說明如下：

一、檔案應用服務

為利各界查詢相關館藏，該資料館提供館藏目錄查檢服務，惟採事先預約機制，亦無外借服務，使用者須實地至該資料館查詢使用，依規定須於到館 2 日前以電話或電子郵件向該館申請預約預約，囿於空間之限，1 次受理至多 2 位使用者；如有聽看錄影音資料之需者，限於學生、節目製作人員及其他加入會員之民眾，其收費方式：(1)10 歐元/每片或每小時、(2) 20 歐元/半日、(3) 35 歐元/全日、(4) 120 歐元/1 週；館藏捐贈者則予以折扣收費。影片播放空間開放時間為週一至週五 10 點 15 分至 17 點 30 分。

該館提供影片剪輯，使用者須於 5 個工作日前提出申請，如數量過大，使用者須自行提供存置載體；另針對圖像檔案，包括劇照、人物照、海報、電影場景照片等，則提供紙本或數位複製服務，使用者須於 2 個工作日前提出申請，如申請標的為照片，所需時間較長，需更早提出。複製標的如屬未數位化圖像，須收取額外費用。



圖 6-6：愛爾蘭電影資料館閱覽室

二、檔案商業服務

與一般檔案相較，電影資料性質不同，其呈現之價值較具商業性，該館因應市場導向提供商業使用服務，對象以製片人員、電影公司、圖書期刊出版商及新聞媒體公司等為主，相關服務如下：

- (一) 資料庫檢索服務：提供使用者以電子郵件申請館藏查詢服務，由館員協助查詢館藏資料，並依使用者需求提供影片觀賞。
- (二) 到館觀賞影片：申請當次僅限 2 人觀賞。
- (三) 提供 Vimeo 方式觀賞影片：結合影片網站(Vimeo)，使用者可透過館方提供之使用密碼連結該網站，以觀看特定影片，相關影片均為 BITC marks 且具有浮水印。
- (四) 提供離線下載可編輯之影片檔：每片收取 45 歐元，對於涉及著作權館藏，館方將提供著作權人聯繫資訊，使用者取得檔案(BITC reference copy)前須徵得著作權人同意；由於館藏影片多數未轉置數位檔或 BITC 複製檔，針對 8mm、16mm 或 35mm 規格之影片使用需求，館方必須費時 4 至 6 週之轉置時程，方可提供使用。

三、檔案教育推廣

該館致力推廣當代電影及經典愛爾蘭電影，除就不同教育階段學生訂定學習指南外，並制定學校及家庭電影教育推廣計畫，各項推廣活動如下：

- (一) 教育活動：每年為都柏林和全國各地中小學生，定期辦理研討會或放映電影等，每個月定期放映兒童電影，並與學校合作舉辦教師研習、師生參訪等活動，以館藏為教育素材，甚而以歷史文化或家庭為主題製作影片提供學校放映，發揮教育文化功能。
- (二) 文化休閒活動：於特定節日放映相關影片、舉辦新片放映活動或邀請各國合辦國際性影片放映活動，俾透過影片傳達歷史人文關懷及促進文化交流。此外，該館近年於晚間舉辦電影放映及講座課程，邀請學者專家，針對特定主題精選相關電影作品，進行研討與分享。

(三) 移動式電影播放：自 2000 年起，推動移動式電影院，巡迴至全國未設置電影院之區域撥放電影。

(四) 媒體素養推廣活動：該館為扎根教育，依其 2017-2022 策略(IFI strategy 2017-2022)，推動建立全國性校外電影俱樂部，建立年輕人對於電影製作與欣賞之討論及意見交流平台，促進對話和激發創造性思維從而培養新世代電影電影製作人、專業人士或觀眾。

該館設有電影資料商店，販售書籍、禮品卡及經典電影海報等，週一至週日均開放。

四、檔案展覽

該館於大廳設置展示櫃，展示所藏獎座、照片、期刊、文件等，並於展示櫃牆面張貼海報；除實體展示外，該館亦於網站提供線上展覽。



圖 6-7：愛爾蘭電影資料館檔案展示-1



圖 6-8：愛爾蘭電影資料館檔案展示-2

肆、館舍建置

該館所在建物係由國有愛爾蘭運輸公司（Córas Iompair Éireann）興建之巴士總站(1980-1989)改建而成，由愛爾蘭富有盛名之現代建築師 O'Donnell & Tuomey 設計，於 1988 年榮獲愛爾蘭建築協會設計獎，1992 年興建完工啟用，設置 2 座電影院、教育推廣空間、簡餐區及書店；嗣後於 2009 年至 2010 年擴建增設 1 座電影院及修護研究設施，並將書店改為電影資料店。該館整體建物以天井設計區隔前後兩部分，該天井區域規劃為簡餐區，前半部為 3 座電影院及電影資料店，後半部則為檔案典藏及圖書閱覽區域，其中建置之電影資料典藏庫房，為愛爾蘭國內首次建置該類型資料之庫房設施。

該館位於都柏林市坦普爾酒吧區域，矗立於中世紀即存在的古老街道一側，具有文化與商業氣息，經過改建後之建築已成為該地區代表城市復興建物之一，融合舊有建物歷史風格於新建築予以設計，外觀看似狹窄，

實際上為內部空間的呈現手法，入口地板鑲嵌一排排發光霓虹燈管，引領民眾穿過廊道後，隨即進入光線充足的挑空庭院及各個空間。



圖 6-9：愛爾蘭電影資料館平面圖



圖 6-10：愛爾蘭電影資料館售票及簡餐空間



圖 6-11：愛爾蘭電影資料館文創商店



圖 6-12：愛爾蘭電影資料館文宣區

第七章 愛爾蘭國家圖書館

壹、簡介

一、機關簡介

愛爾蘭國家圖書館前身為 1731 年成立的皇家都柏林協會(Royal Dublin Society)圖書館，當時該圖書館使用對象未擴及社會大眾，惟因部分經費來自政府挹注，隨著館藏質量增加，該圖書館委員會多數委員不斷提倡圖書館應對外開放，迄至 1877 年，都柏林科學與藝術博物館法頒布，依該法之規定，政府應設立國家圖書館及博物館，隸屬科學與藝術部，爰將皇家都柏林協會圖書館改制為國家圖書館，位於倫斯特府(Leinster House, 現為愛爾蘭國會大廈)。

1881 年，愛爾蘭國家圖書館上級督導單位改以理事會機制運作，共有 12 位理事，其中 8 位理事來自皇家都柏林學會，其餘 4 位理事則由政府部門指派代表擔任，各理事負有任用圖書館人員之權責。1890 年，愛爾蘭國家圖書館新建落成(毗鄰倫斯特府和愛爾蘭國家博物館)；迄至 2005 年，依據國家文化機構法規定，國家圖書館成為獨立機關，隸屬於文化遺產及愛爾蘭語部(Department of Culture, Heritage and the Gaeltacht)。

該館組織計有 6 個部門及 100 位員工，各部門包括：(一)管理部門：職掌人力資源、經費及建築；(二)圖書管理及讀者服務部門：職掌印刷式圖書資料、視覺型資料及數位等館藏管理暨圖書館營運、讀者服務，並下設國家照片檔案館；(三)手稿部門；(四)教育推廣部門：職司教育、推廣服務及公共關係；(五)研究與典藏修護部門；(六)資訊系統部門。



圖 7-1：愛爾蘭國家圖書館外觀-1



圖 7-2：愛爾蘭國家圖書館外觀-2



圖 7-3：愛爾蘭國家圖書館入口

二、館藏簡介

愛爾蘭國家圖書館館藏區分為四類，分別為印刷品、手稿、視覺及數位化館藏，由圖書管理部門及手稿部門負責館藏徵集與管理，亦即手稿外之各類館藏係由圖書管理部門綜理，並專設手稿部門推動該類館藏建置工作，該手稿部門係於 1943 年成立，專責調查與徵集愛爾蘭境內各類手稿文件，近年推動國外手稿文件微縮及數位計畫，廣泛蒐整留存於國外有關愛爾蘭相關歷史資料；另外，該館相當重視照片館藏之徵集、典藏與應用，爰於 1998 年，在圖書管理部門分設國家照片檔案館(位於坦普爾酒吧區)提供服務。

(一)印刷式圖書資料

館藏逾 1 百萬件(長度約 25 公里)，包括書籍、期刊、報紙、官方出版物、地圖和樂譜等，涉及年代久遠，計有 18 世紀以前愛爾蘭印刷圖書及最早以愛爾蘭語印刷書籍；18 世紀至今之期刊；17 世紀至今之報紙；12 至 19 世紀軍

事、工程、莊園地圖；18 及 19 世紀樂譜等。其中重要的個人捐贈館藏則有著名收藏家 Joly、文學家 WB Yeats 以及愛爾蘭革命領軍人物 Dix 等個人藏書。

(二)手稿

館藏逾 1 百萬件，最早溯及 11 世紀之手稿，涵蓋廣泛主題，包括愛爾蘭文明歷史、地產、政治經濟、語言文學、藝術音樂、建築等，目前徵集入館具有特色之手稿類型為：土地資產檔案(例如愛爾蘭 Ormond 等著名莊園檔案)；具有代表性文學手稿(WB Yeats 及 James Joyce 手稿文件)；政治人物手稿日記或其收藏文件；文化運動協會收藏檔案(例如愛爾蘭音樂協會檔案，Feis Ceoil 等劇院文件)。

(三)視覺型資料

包括照片、版畫及繪畫等，從地形景觀到人像畫，從政治事件到早期旅遊等不同類型與多元主題館藏，代表數百名愛爾蘭藝術家與雕刻家家作品，也描繪愛爾蘭 300 多年以來的景觀和建築發展，為愛爾蘭藝術史重要來源資料。前開照片館藏，典存於該館所屬國家照片檔案館，約計五百萬張照片，最早溯及 1850 年代照片，呈現早期民眾生活、街道建築及運動賽事等景像。

(四)數位化資料

包括原生型數位資料例如電子書、電子報等出版品，以及網站、照片及影片等數位化館藏，目前已逾 10 萬筆數位化資料。

由於前開四類館藏範圍與其他相關機關(構)館藏有所重覆，該館在徵集館藏時，會特別考量與大學圖書館、市立圖書及檔案館、國家檔案館、國家博物館，國家美術館等機關(構)館藏之區分，並且在制定館藏發展政策時，進一步評估館藏尚未完整及優先徵集方向，目前館藏不足部分主要如下：

(一) 印刷式圖書資料：法定寄存制度實施前各地方絕版作品及報紙、年代久遠圖書、涉及北愛爾蘭相關官方出版、來自特定國家(例如澳洲，紐西蘭，南非等)撰寫有關愛爾蘭之作品。

- (二) 手稿：愛爾蘭少數民族宗教紀錄、20 世紀愛爾蘭政治與政治家手稿、愛爾蘭勞工及工商團體運動、留存國外有關愛爾蘭等手稿。
- (三) 視覺型資料：19 世紀及 20 世紀初勞工階級生活與社會發展、記錄現代社會相關照片、記錄愛爾蘭大飢荒時期之原始畫作。

貳、館藏徵集

愛爾蘭國家圖書館之圖書徵集方式，係依據 1997 年訂頒之國家文化機構法規定，包括法定寄存、採購、捐贈及委託創作等方式，其中寄存制度始於 1927 年，係依當時訂頒之工商財產保護法規定，而採購方式除以直接購置圖書方式外，亦於古物拍賣會買進珍貴圖書或手稿。至於委託創作係指將下列方式產製之各式紀錄及作品納為館藏，促進館藏之多元及完整：

- 一、委外進行攝影：委外以攝影方式紀錄時下特定事件或社會重大發展。
- 二、委託藝術家製作：配合館藏延伸製作解釋性作品或其他相關作品。
- 三、依據展覽需要委託創作。

因應數位化時代來臨，該館積極建置數位化館藏，其中對於網站之蒐整，該館認為資訊技術變遷或安全風險，80%的網站發布資訊容易消失或於一年內改變，然而各類網站蘊含之資訊，反映當下社會文化價值，為讓未來世代可以繼續使用，甚而進行各方面研究，有必要及時蒐整及保存現行各類網站。爰此，愛爾蘭國家圖書館自 2011 年蒐整建立愛爾蘭各類網站館藏，並以愛爾蘭語網站、愛爾蘭政府與公共團體網站以及高等教育網站為蒐整對象，目前館藏網站及蒐整方式如下：

一、網站類型

- (一) 公投：婚姻平等公投 2015、英國脫歐公投 2016-2017、2018 第 8 次修訂公投選舉、2014 歐洲選舉等網站。

- (二) 政治：各政黨、2011 年起愛爾蘭各類選舉、1916 年愛爾蘭革命紀念、2011-2017 憲法第 8 修正案、2014-2015 法規、2016-2018 國家狀況等網站。
- (三) 文學：小說家 James Joyce 2012、葉慈(WB Yeats)150 週年紀念、愛爾蘭兒童文學與插圖、愛爾蘭出版社、文學與出版 2017 等網站。
- (四) 文化：文化機構 2014-2017、部落格 2011-2014、家譜 2012-2015、愛爾蘭設計 2017、愛爾蘭網站設計 2018、節日和活動 2012-2017 等網站。
- (五) 社會：健康福利與居住暨難民危機 2015、母親和嬰兒家庭委員會 2017、健康與社會問題 2017、愛爾蘭文化、愛爾蘭體育、愛爾蘭大滿貫賽事 2018、颶風奧菲莉亞 2017 等網站。

二、蒐整方式

該館與網路記憶基金會(Internet Memory Foundation，總部位於荷蘭)技術合作，採用系統查找技術，配合館藏發展方向，就當年內建立之網站，依所需主題擇選愛爾蘭境內網站或與愛爾蘭有關之網站，以信函取得同意後，透過系統自動化技術將網站複製後入藏，並予以編目提供外界查詢使用，入藏之網站包括已終止或持續運作者，目前入藏近 500 個網站。

為促進民眾參與網站館藏蒐整，該館於 2017 年舉辦民眾投票活動，讓社會大眾決定最能代表 1916 年革命事件之網站及紀錄 2016 年愛爾蘭生活最佳網站，各選 5 個網站，並依投票結果將 10 個網站入藏為館藏網站。

參、保存修護

該館設立圖書館修護實驗室，研究紙張或不同媒體型式館藏適用之修護技術，並逐年爭取專案經費，針對特定館藏，評估其保存狀況及擬訂修護處置建議，並為展覽需要之原件進行預防性保護措施。近來，該館針對館藏早期圖書，例如最早的爱爾蘭語印刷書籍或個人收藏家捐贈之珍本等圖書，定期辦理修護作業，其作業方式係先盤點登錄每件圖書資料保存狀況，包括灰

塵、受潮及毀損等狀況，以利後續擇定妥適修護方法，在作業過程中，該館針對特殊情況委請國家實驗室進行科學分析，以識別圖書或畫作的成分，例如紙纖維、顏料、染料、粘合劑等，分析結果作為修護方法參據。

該館館藏多以紙質資料為主，囿於愛爾蘭多雨潮濕環境，是於修護作業面臨主要問題在於潮濕對於紙張之影響，加以圖書多係裝訂型式資料，如何處理裝訂結構的穩定性，讓書籍可以輕鬆打開而不會進一步損壞，以及許多視覺型資料早期使用許多具有腐蝕性的金屬性油墨、顏料脆弱、黏合劑甚至摻合硫酸鐵等，如何處理生鏽及變色等現象，均為修護作業之重點。

該館除針對館藏進行專業修護作業外，亦以社會大眾為對象，推廣圖書保存意識，透由家庭圖書保存方法宣導摺頁或影片，讓民眾瞭解如何妥善保存圖書，也能應實際操作應用於生活上。

肆、服務及展覽

愛爾蘭國家圖書館係免費使用，讀者須先辦理讀者證始能查檢使用館藏，且僅限館內借閱館藏，並提供複製服務，部分館藏提供數位影像使用，每年入館讀者約有 25 萬人。

一、閱覽服務

閱覽室開放對象為年滿 16 歲以上者，可申請使用該館館藏，讀者證有效期限為 3 年，期限到期或遺失，均須重新申請，閱覽空間計 75 個座位。使用館藏者，可於該館網站先行申請預約或現場提出需求，一次以 3 件為原則，有關複印服務方面，讀者可自助使用影印機與微縮資料閱讀複印機等設備，亦可提出複製申請，惟需切結係研究或個人學習所用、不提供他人使用等事項，該複製需求亦可以書信、電子郵件等方式申請，該館依規定收取相關費用，包括複印、燒錄及郵資等費用，複印文件每張約新臺幣 1.4 元 (0.04 歐元)，燒錄 CD-ROM360 每張約新臺幣 360 元(10 歐元)。

此外，該館典藏天主教教區登記冊及財產記錄，並訂購相關家譜網站提供民眾查詢家族歷史，另建置家譜諮詢專區，延攬專家提供專業諮詢服務。

二、教育服務

該館為推廣學生對於愛爾蘭歷史與文化之意識，結合館藏訂定各項推廣及教育計畫，近年來，進一步與國家課程與評估理事會(National Council for Curriculum and Assessment)合作，或藉由小學課程支持計畫，依據學生需求提供教育服務，並為幼兒定期舉辦講故事活動及創意工作坊等，至於成人教育，則與都柏林大學學院合作，針對特定主題舉辦短期課程。

為利各界深入瞭解特定主題或各個時代歷史演變，該館彙整付費式各領域研究人員或組織名單上網供閱，讓有興趣委託他人協助進行研究之民眾，可依需要聯繫相關研究人員或組織進行研究。

三、展覽

該館於本館及國家照片檔案館，定期辦理展覽，觀展時間為週一至週三上午 9 時 30 分至晚上 7 時 45 分、週四至週六上午 9 時 30 分至下午 4 時 45 分及週日下午 1 時 30 分至 4 時 45 分。目前舉辦之展覽為二十世紀重要詩人葉慈 (William Butler Yeats, 1865-1939) 展覽，展品主要係葉慈手稿、書信、照片、書籍及文物等，搭配多媒體影音設備，播放詩歌朗誦、學者或家屬談話等，充分展現文學詩意氛圍。

該館除提供團體導覽服務外，並於展覽期間每個月第 1 個星期四辦理導覽。另外，該館亦以移展方式，至其他文化機構展覽，並將歷年辦理之展覽建置於網站，提供線上展覽。

四、推廣活動

為推廣館藏，該館辦理各項推廣活動，配合館藏主題舉辦講座，或邀請歌手與詞曲作家研究使用館藏，進而舉辦詩歌、音樂演奏會及戲劇；另為推展圖書館利用，該館定期辦理各項參觀活動，如於每月第 2 個週六舉辦「國家圖書館歷史與遺產」參訪活動，並定期舉辦國家圖書館利用指導相關活動

或研討會，介紹如何使用該館館藏，並就館藏人物進行個案研究，適合首次使用圖書館的民眾參加；此外，該館大樓前廳提供出版商租用作為圖書發表之用，有助未來館藏新書推廣，近年來更參與電台錄製節目推撥，例如：錄製「革命起義之聲」系列計 17 個節目，詳細介紹愛爾蘭百年前復活節起義第一手資料，於愛爾蘭各地廣播電台每周播出，並提供網路線上收聽。

此外，為便於讀者就近休息，該館 1 樓設置簡餐餐廳(CaféJoly)，以該館第一個捐贈者命名，採現代化設計並展示當代藝術品，並設有戶外露台，提供讀者休憩與用餐，亦是圖書館舉辦新書發表或相關活動場地。



圖 7-3：愛爾蘭國家圖書館閱覽室



圖 7-4：愛爾蘭國家圖書館閱覽室檢索區



圖 7-5：愛爾蘭國家圖書館展覽室入口大門



圖 7-6：愛爾蘭國家圖書館展覽室置物區



圖 7-7：愛爾蘭國家圖書館檔案展示-1



圖 7-8：愛爾蘭國家圖書館檔案展示-2

第八章 結論與建議

壹、結論

本次赴愛爾蘭都柏林地區考察，總計安排愛爾蘭國家檔案館、愛爾蘭國家圖書館、愛爾蘭都柏林大學學院檔案館、愛爾蘭電影資料館及都柏林市立圖書與檔案館等 5 個機關(構)參訪行程，實地瞭解該國檔案管理制度發展、徵集、典藏維護、開放應用及展示推廣等做法。

參訪期間，各館相關部門主管或接待人員均熱忱接待解說，且過程中承蒙我國駐愛爾蘭代表處鼎力協助聯繫、翻譯及陪同參訪等相關事宜，使本次考察行程順利圓滿達成任務，獲益良多。有關前開受訪機關對於檔案徵集、管理、保存、應用、推廣行銷及專業人才培育等做法，多有值得我國參考借鏡之處，謹就本次考察所得，說明如下：

一、檔案徵集面向

(一) 因應時代趨勢多元建置館藏

傳統以來，檔案徵集方式多數為移轉、收購及捐贈等，其標的係將過往產生之檔案納為館藏，面對網路數位時代，資訊稍縱即逝，愛爾蘭國家圖書館積極建置多元及數位化館藏，並以留存當下記憶為原則，委外以攝影方式紀錄時下特定事件或社會重大發展，納為館藏以多元呈現社會發展脈動，並委託藝術家配合館藏延伸製作解釋性或相關作品，讓民眾從不同角度探尋思考，另蒐整愛爾蘭當年各類網站納入館藏，包括已終止或持續運作之網站，提供檢索連結平台，讓未來世代可以繼續瀏覽使用。

(二) 鼓勵私人文書捐贈

本次參訪的愛爾蘭國家檔案館、愛爾蘭國家圖書館及都柏林市立圖書與檔案館，均相當鼓勵私人文書檔案捐贈，館藏的私人檔案內容豐富，其型式亦相當多元，例如：都柏林市立圖書與檔案館典藏歷史學家約翰吉爾伯特(John T. Gilbert)個人收藏 16 至 18 世紀手稿文件、都柏林當地體育性組織運作各式記錄；都柏林大學學院檔案館典藏總統及著名政府官員、司法人員及歐盟委員會成員等檔案；

愛爾蘭國家圖書館典藏愛爾蘭 Ormond 等著名莊園檔案、葉慈(WB Yeats)等文學家手稿文件等。

(三) 注重機關檔案移轉前置處理

愛爾蘭國家檔案館釐定檔案移轉各項作業程序，詳盡列明前置作業規定事項，各機關依照該規定，每年應就屆滿 30 年檔案按系列或副系列層級進行移轉前置之審視作業，包括檔案編整及保存狀況、當年度待移轉檔案數量、待裝箱數量、仍須續留機關或無法對外開放應用情形等，經審視檔案數量龐雜或有特殊情況(如文件鬆散、地圖、微縮或影音資料)及涉有電子檔案者，應通知該館，該館將進行實地瞭解或協助確認處置方法，俾請機關採取修護或調整裝箱方式因應。

另並明定各項作業確切完成時點，例如：每年 9 月 1 日前將須續存於機關或不提供開放應用之檔案表單送交該館、每年 10 月 1 日前將檔案移轉清冊送交該館、每年 11 月 14 日前將檔案移轉運送該館等，俾利各機關一致遵循；基於移轉前置作業涉及許多細節工作，該館定期辦理研習或至機關實地輔導，俾利各機關落實前置作業，以順遂後續移轉及開放應用作業推動。

二、 檔案管理面向

(一) 充實建置主題性查檢工具

因應民眾查檢需求，建置主題性檔案查檢工具或資料庫，例如愛爾蘭國家檔案館建置家譜資料庫、愛爾蘭行政首長紀錄資料庫等，基於多層級編目方式，可供檢索全宗、系列或案卷相關內容資訊，併同部分影像提供瀏覽，提升檢索成效，亦可透過瀏覽查找所需資料；該館並針對部分檔案全宗或主題編製檔案指南，並提供線上查閱，內含檔案產生者之歷史背景、來源機關職能與沿革歷史、各全宗內涉屬業務內涵或主題、重要案卷之案名及案情等，不僅有利於民眾瞭解館藏，也有助於研究者進一步擇選檔案深入研究。

(二)重視檔案保存及修護

為保存珍貴且具價值的檔案，不論是庫房，或相關保存管理及修復工作均相當重要，也是提供檔案應用的重要基礎工作及前提要件。本次受訪機關愛爾蘭國家檔案館、都柏林大學學院檔案館、電影資料館及都柏林市立圖書與檔案館等，均相當重視檔案保存，概依 BS 5454 標準，建置良好庫房，並依檔案媒體型式(如紙質檔案、地圖、影片等)規劃不同庫房空間及設施保存之檔案，並配備消防安全、溫度控制、監視與門禁等設施，以確保檔案安全。

此外，各館亦相當重視檔案或文物的修復，並成立修護室或委外修復年代久遠且保存狀況不佳的檔案，以電影資料館為例，由於管有檔案來源及規格多元，為利檔案長遠保存與使用，該館相當注重檔案修復，設置不同類型電影資料適用之修復設施及數位化設備；愛爾蘭國家圖書館針對特殊情況，係委請國家實驗室進行科學分析，以識別圖書或畫作的成分並作為修護方法參據。又為維護及保存檔案，檔案使用規則亦規範使用者應妥善使用檔案，並限制入館攜帶之文具及物品，避免因使用者不當行為，造成檔案損害。針對檔案如屬紙張脆弱、劣化或破損嚴重者，各館亦不提供應用，以免檔案損害。

(三)建築融入檔案及歷史意象

都柏林市立圖書與檔案館於 2000 至 2003 年期間修復擴建，擴建後形成之大型弧形玻璃屋頂外殼為其建築特色，其構想係以“檔案蜂巢(Arc Hive)”為名之設計，半透明玻璃屋頂呈現蜂巢外觀，反映蜜蜂收集與儲存本能，與檔案藏品理念相似，玻璃內浮現花粉嵌有愛爾蘭語字母，充分展現檔案與歷史意象，修建工程要求建商使用愛爾蘭製造各式材料，期藉由建築反映愛爾蘭當時社會與文化特徵。

此外，電影資料館因位於中世紀即存在的古老街道一側，改建手法係融合舊有建物歷史風格於新建築予以設計，外觀看似狹窄，進入後之空間設計可由舊有建物感受歲月累積的韻味，而愛爾蘭國家圖書館係於 1890 年落成，建物馬蹄形

圓頂設計呈現於閱覽室上方空間，結合館徽設計，象徵閱讀殿堂。由此看出，愛爾蘭重視歷史與文化之態度，其實亦充分反應在建築上。

(四) 檔案典藏空間不敷使用

本次受訪之檔案館均按規定每年辦理檔案徵集入藏作業，且未有人藏檔案再鑑定淘汰機制，加以檔案典藏空間多為數十年前建置或擴建而成，各館檔案典藏空間均不足，例如：國家檔案館除位於本館外，尚於法院大樓設置庫房，並租用其他典藏空間使用；都柏林市立圖書與檔案館租用民間典藏空間使用；電影資料館與梅努斯大學(Maynooth University)合作於該校設置檔案典藏庫房；都柏林大學學院檔案館 7 間庫房僅餘 1 間未滿載。

是以，爭取檔案典藏空間均為各館優先推動事項，其中愛爾蘭國家檔案館已提報國家檔案典藏空間擴建計畫，並經核定自 2016 至 2022 年，推動庫房擴建事宜，都柏林大學學院檔案館目前亦積極爭取空間興建檔案庫房。

三、檔案服務面向

(一) 擴展參考諮詢面度

愛爾蘭國家檔案館設置參考諮詢室，專人提供諮詢服務，每年約有 1,500 人次諮詢，並提供家譜研究人員名單，有需求之民眾可逕洽相關人員協助進行研究，該館並整理「常見諮詢館藏(Frequently consulted collections)」置於網站，明列特定主題館藏，說明該主題之歷史發展、館藏來源及重點，以利民眾參閱後可進一步諮詢或提出檔案使用需求；此外，愛爾蘭國家圖書館為利各界深入瞭解特定主題或各時代演變，該館彙整付費式各領域研究人員或組織名單上網供閱，讓有興趣委託他人協助進行研究之民眾，可依需要聯繫相關研究人員或組織進行研究。

(二) 創造提供商業服務

檔案多數徵集自機關團體，其性質屬於施政或業務紀錄，使用需求亦偏向研究、個人團體權益或財產稽憑面向，本次受訪之愛爾蘭電影資料館，館藏新聞影片、故事影片、家庭影片、旅行記錄片、教育影片、廣告影片及其他主題性紀錄

影片等，呈現價值較符合商業性需求。是以，該館因應市場導向創造提供商業使用服務，對象以製片人員、電影公司、圖書期刊出版商及新聞媒體公司等為主，提供資料庫檢索、影片觀賞及離線下載可編輯之影片檔，並收取費用挹注館方營運。

(三)營造溫馨休憩空間

愛爾蘭國家圖書館、電影資料館與都柏林市立圖書與檔案館等均設置輕食餐廳，提供使用者休憩空間，該空間均設置於光線明亮之處且傢俱布置溫馨簡約，營造輕鬆氛圍，讓民眾於閱覽檔案資料之餘，亦可品嚐飲料輕食及互相交談，增添不同感官的記憶。電影資料館及愛爾蘭國家圖書館輕食餐廳均設於 1 樓，便於讀者就近休憩，而愛爾蘭國家圖書館特別以該館第一個捐贈者命名餐廳 (CaféJoly)，營造與館藏之緊密關係，並設有戶外露台，提供讀者充分休憩與交談。

(四)因應新規定尚待檢視開放應用原則

愛爾蘭國家檔案館對於管有檔案屆滿 30 年者，原則全部提供公眾查閱，每次申請限定 6 卷，館內應用原件則每次限 1 卷，惟該館因部分早期檔案雖已入館但尚未提供開放應用，該館係協同相關機關進行檢視，以決定是否開放應用，包括：1.檔案法實施前已入藏之機關檔案；2.未屆滿 30 年者；3.屆滿 30 年但移轉時涉屬檔案法規定不開放應用條件者；都柏林市立圖書與檔案館則於檔案入館前確定開放應用條件，並俟檔案屆滿 30 年後對外開放應用，每次可供應用 3 件，用畢再申請取件，由於館藏檔案高達 90%已數位化，使用者無需預約應用檔案，提出申請後約 5 至 10 分鐘內即可提供應用(地圖原件除外)。

惟因應 2018 年 5 月 25 日施行的歐盟個人資料保護規定，該兩館均將再評估檔案開放原則，影響許多涉及個人資料之檔案將延後開放。

(五) 檔案應用及展覽環境受限

囿於經費及建物空間之限，本次受訪多數館內之檔案應用空間及設施，仍有待精進之處，例如：愛爾蘭國家檔案館部分設施尚待更新，因此，該館近年編列

經費用以改善閱覽空間環境，愛爾蘭國家圖書館閱覽空間則未配置空調設施，至於愛爾蘭都柏林大學學院檔案館及愛爾蘭電影資料館，受限於經費不足，閱覽空間規模小且鄰近工作空間。

此外，各館亦均舉辦展覽，茲從展覽空間、光線、展件等觀展直接感受元素來看，都柏林市立圖書與檔案館及愛爾蘭國家圖書館具備獨立展覽空間，惟都柏林市立圖書與檔案館展覽空間因位處百年建物，開窗面積過大導致自然光線影響燈光設計難度，加以展場中間尚有阻擋視線之圓柱，展場空間不盡理想，而愛爾蘭國家圖書館展場空間位於地下 1 樓，展場空間不大，此次參觀之葉慈展，策展內容頗具故事性，燈光設計亦具巧思，惟相關展件頗多，導致空間及動線安排過於擁擠。

至於愛爾蘭國家檔案館、愛爾蘭電影資料館及都柏林大學學院檔案館均未設置獨立展覽空間，而係運用入館大廳或廊道，以架設數個展櫃之方式予以展示，其成效有限。

四、推廣行銷面向

(一)強化宣導新到館藏

為推廣館藏應用，多數受訪館相當注重新到館藏之宣導，也藉此展現檔案館開放應用檔案之態度，例如：愛爾蘭國家檔案館針對當年移轉入館之檔案，每年擇定年底前數天期間，邀請媒體記者預覽檔案原件(Annual Media Preview)，以 2016 年為例，係擇定於當年 12 月 7 日至 9 日三天提供檔案預覽，期間計有代表 13 個媒體組織、22 位記者至館預覽檔案，後續並於每月自年度移轉檔案擇選特定主題部分案，摘述檔案內容併同較為吸引人之地圖、照片、書信、海報等影像，展示於網站，呈現當年 1 月起最新入藏檔案，並強調完整檔案置於國家檔案館，且屬已屆滿 30 年可開放應用之檔案，歡迎各界至該館閱覽應用，以推廣檔案運用。愛爾蘭國家圖書館則運用該館大樓前廳提供出版商租用作為圖書發表之用，有助館藏新書推廣。

(二)推廣檔案保存意識

一般而言，檔案保存維護被視為內部專業技術，推廣之對象以檔案專業人員為主，愛爾蘭國家圖書館翻轉此一想法，將館藏保存維護簡單易行部分，透過文字及圖畫呈現方式，推廣社會大眾對於圖書資料之保存意識，述說每個家庭亦有圖書或檔案之情況，製作保存方法宣導摺頁及動態影片，讓民眾瞭解如何妥善保存圖書資料，也能實際操作應用於生活上，期望延伸擴展至個人使用國家館藏資料時，亦應融入檔案妥善保存概念。

(三)融合教育推廣各項服務

愛爾蘭國家圖書館、愛爾蘭電影資料館與都柏林市立圖書與檔案館等均相當重視並支援教學研究，以及融合教育課程提供檔案服務等，例如：愛爾蘭國家圖書館近年來與國家課程與評估理事會(National Council for Curriculum and Assessment)合作及藉由小學課程支持計畫，依據學生需求提供教育服務；愛爾蘭電影資料館以歷史文化或家庭為主題製作影片提供學校放映，並與學校合作舉辦教師研習及師生參訪活動，每年以全國各地中小學生為對象推辦研討會或放映電影；都柏林市立圖書與檔案館每年舉辦國際 IMPAC 都柏林文學獎(International Dublin Literary Award)，對於促進檔案文學推廣有所助益。

(四)推廣活動類型多元

各館舉辦之推廣活動，除為一般性之主題講座、研討會、參觀導覽及結合出版品宣導等活動外，亦舉辦較為多元之推廣活動，例如：愛爾蘭電影資料館於去(106)年起推動建立全國性校外電影俱樂部，以年輕人為對象，建立電影製作與欣賞之意見交流平台，從而培養新世代電影製作人或專業人士，並於特定節日放映相關影片、舉辦新片放映活動或邀請各國合辦國際性影片放映活動等；國家檔案館舉辦推廣家譜檔案競賽活動、參與廣播節目錄製或協助電視節目製作以及與相關機關(構)舉辦戲劇演出活動等；國家圖書館則邀請歌手與詞曲作家研究使用館藏，進而舉辦詩歌、音樂演奏會及戲劇等，另於電台錄製「革命起義之聲」系列計 17 個節目於愛爾蘭各地廣播電台每周播出，並提供網路線上收聽。

(五)深耕推動合作交流

愛爾蘭國家檔案館近年來相當注重合作交流，推動面度多元，包括與學校檔案系所合作辦理檔案描述及保存修護、與相關機關合作出版檔案選輯、加入歐洲檔案協定網站(Archives Portal Europe)及跨國數位化保存聯盟(Digital Preservation Coalition)，並與愛爾蘭國家圖書館及國家博物館合作舉辦大型推廣活動，以及加入都柏林市議會建置之「都柏林文化資源(Dublin's Culture Connects)」網站平台，透過在地各種文化活動配合宣導國家檔案館藏資源。此外，愛爾蘭電影館則與大學合作出版愛爾蘭電影系列叢書，對於提升愛爾蘭電影專業技術及影片賞析，發揮重要功能。

(六)檔案加值及文創發展有限

各館辦理檔案加值方式均採發行出版品、印製文宣或借展等方式，增益檔案附加價值，惟尚未推動其他檔案加值或開發文創商品等方式。

五、專業培訓面向

愛爾蘭國家檔案館及都柏林市立圖書與檔案館在檔案人員培訓部分，主要係參與英國與愛爾蘭檔案協會(Archives and Records Association UK&Ireland)舉辦之各項會議或專業研習活動，該協會部分培訓課程與會議，係由國家檔案館贊助共同舉辦，此外，該館亦與文化部人力培訓單位合作推動專業人員訓練，培訓主題涉及檔案鑑定、編整描述、保存維護及資訊技術等各面向。

至於專業認證課程部分，該協會開設檔案保存修護人員資格認證課程，該課程取得之資格，係獲得各市議會及公共服務行業組織(UNISON)認可，課程內容包含各類媒材保存理論、實作技能及 1 對 1 實習指導課程，參與相關課程、實習，並通過筆試、口試提報保存修護實作報告後，始能取得資格認證，通常需要 2-3 年時間。

貳、建議

本次經由愛爾蘭各館之接待參訪，瞭解愛爾蘭檔案管理及發展概況，以下茲就愛爾蘭檔案管理與發展可為本局參考之重點，提供建議如下：

一、拓展檔案徵集方式及內涵

我國國家檔案館之徵集方式為法定移轉，並以捐贈、受託保管與收購等方式徵集私人或團體文書，徵集標的均係過往產生之檔案，然而面對網路數位時代，愛爾蘭國家圖書館以留存當下記憶為原則，每年蒐整愛爾蘭當年各類網站納入館藏，讓未來世代繼續瀏覽使用，並委外攝影紀錄時下特定事件或社會重大發展，以及委託藝術家配合館藏延伸製作實體作品，增益館藏內涵；此外，多數受訪館之特色館藏係來自私人捐贈檔案或文物，具有一般公務檔案欠缺之生活性、故事性、趣味性及實體特性。

反觀本局目前館藏國家檔案，多數屬於公務紀錄檔案，建議可前瞻思考國家檔案來源及內涵，讓當下容易流失之記憶得以留存，並建立私人文書捐贈檔案獎勵機制，或以調查等方式主動拓展私人或民間團體所有珍貴文書之徵集管道，充實國家記憶資產。

二、落實檔案移轉前置處理

本局自 106 年 12 月實施「國家檔案管理及服務變革方案」(以下簡稱變革方案)，精進調整檔案徵集移轉、保存維護及應用等作業模式，其中於移轉方面，主要係強化檔案移轉前置輔導與建立移轉三級品管機制，與愛爾蘭國家檔案館注重機關檔案移轉前置處理之意旨相同。惟愛爾蘭檔案法適用對象--中央機關及法院均視檔案屆期移轉為每年例行業務，因此，各機關均具有檔案移轉須配合前置處理之觀念，此與我國因國家檔案典藏空間不足而暫未推動全數機關屆期檔案移轉，多數機關係於接獲本局審選國家檔案結果時始配合移轉進行檔案檢視，兩者情形不同。

然而因應國家檔案館預定 112 年啟用，未來將面臨各機關每年辦理屆期檔案移轉作業，有關檔案移轉配合前置處理作業勢必成為各機關每年例行業務，如何讓各機關熟稔前置作業或將之納為年度自我定期查檢機制，而非個案情況於特定期間始配合本局辦理，將是檔案移轉趨於常態化必須思考之課題。

三、提供適足典藏及服務空間

檔案管理任務艱困且繁瑣，各受訪機關大多面臨館藏檔案日益增長，檔案典藏空間不足困境，其中愛爾蘭國家檔案館、都柏林市立圖書與檔案館及愛爾蘭電影資料館均以租用或合作方式，運用館外空間作為檔案典藏庫房，都柏林大學學院檔案館庫房亦將屆飽和，可見爭取充裕的檔案典藏空間，均係各館急需處理議題。另外，囿於既有建物及空間限制或經費不足，前開受訪各館之服務空間多數待予精進調整，包括未建置獨立展覽空間、展場受限空間不良而影響展示效果，以及檔案應用空間及設施尚待更新、閱覽空間規模小且鄰近工作空間、早期建物設計難以建置空調或無障礙設施等情形。

我國亦面臨國家檔案典藏空間不足，以及服務空間有限且位於辦公大樓影響服務成效等問題，爰經核定「國家檔案典藏及服務建設計畫(民國 107-112 年)」，並於本年推動興建我國首座國家檔案館，規劃將本局位於臺北市之電子文書檔案服務中心及行政院新莊聯合辦公大樓北樓廳舍之行政與對外服務等功能併入本案建設，以建置國家檔案典藏空間為首要，整合規劃設置對外服務空間。在興建推動過程中應妥善思考各項空間需求及功能設計，不侷限現在需求，更應長遠思考，滿足未來需求可行性，包括典藏設施及環境必須具有符合多元館藏之彈性、運用先進技術於資通訊及自動化管理等，整體建築及空間亦應妥適融入檔案及歷史意象，並兼顧民眾休憩需求，營造溫馨休憩空間或提供輕食餐廳，創造檔案館多功能服務利基。

四、創新檔案應用服務

檔案管理之目的在便捷應用，愛爾蘭國家檔案館於進行機關屆滿 30 年期限之檔案移轉前，係請各機關確認屆移轉期限之檔案得否開放應用，如屬檔案法所列情形無法開放應用而須續存機關者，應併同報送書面文件敘明理由，報經國家檔案館同意暫不移轉者，另須於後續每 5 年依規定程序審視移轉必要性。因此，移轉入館之檔案原則提供開放應用；都柏林市立圖書與檔案館則於檔案入館前確定開放應用條件，並俟檔案屆滿 30 年後對外開放應用，由於多數檔案已數位化，使用者現場申請免預約，且 5 至 10 分鐘內即可提供應用(地圖原件例外)。此外，兩館對於應用申請，均定有數量之限制。

本局受理檔案申請應用人次及件數逐年成長，囿於作業模式及量能未能即時因應處理，爰於去年底實施前開第二項建議所提變革方案，創新檔案應用服務包括全文影像上網、保密具結閱覽抄錄、現場申請免預約以及研議中之規範申請數量等，針對檔案移轉機關註記「全部開放」者，現場提供應用檔案，概與前開兩館於移轉前確定檔案開放條件以便捷後續應用服務之意旨相近。惟對於許多早期移轉入館檔案之開放應用部分，尚須投注人力因應處理，以及整體館藏按需求及保存狀況優先數位化等作業亦涉及人力與經費部分，本局已爭取專案計畫積極辦理，目前國家檔案資訊網政治檔案應用專區公開的全文影像已逾 15 萬頁，建議未來持續辦理，逐年擴增不同類別之全文影像數量，以便捷各界應用。

五、多元推廣行銷

檔案館基於館藏、使用對象及資訊獲取方式日益多元，推廣與行銷方式亦應隨之蛻變，目前愛爾蘭國家圖書館與愛爾蘭電影資料館均融合教育課程提供檔案服務，其中愛爾蘭電影資料館並就館藏影片，以市場為導向創造提供商業使用服務，愛爾蘭國家檔案館參與廣播節目錄製或協助電視節目製作，並配合新到館藏舉辦媒體記者預覽檔案原件活動，以及結合相關活動擇定特定期日，延長營運至

晚間舉辦較為柔性活動，愛爾蘭國家圖書館則邀請歌手與詞曲家使用館藏，進而舉辦詩歌、音樂演奏會及戲劇等活動，呈現豐富多元之推廣行銷方式。

本局目前亦參與廣播節目錄製及規劃開發建置檔案增值應用素材庫，以強化推廣與行銷，鑑於本局館藏檔案甚具臺灣特色，亦有涉屬軍事、鐵道發展者，媒體型式並含括照片、地圖、影音資料等多樣載體，結合不同管道予以推廣之潛力十足，未來可參考前開受訪機關之推廣方式，藉由設定特定行銷對象、運用媒體力量推廣、與學校課程結合提供教育服務、配合新到或特色館藏舉辦互動性高之活動等方式，提升推廣與行銷之成效。

六、促進檔案保存技術人才養成

檔案保存修護作業涉屬專業技術，從事該作業之人員須瞭解各類媒材保存理論，並具備足夠實務經驗方能為之，有鑑於此，英國與愛爾蘭檔案協會開設檔案保存修護資格認證課程，其認證過程嚴謹，通常需要 2-3 年始能取得認證，並獲愛爾蘭各市議會及公共服務行業組織(UNISON)認可，此次受訪之愛爾蘭國家檔案館、都柏林市立圖書與檔案館及都柏林大學學院檔案館均委外辦理檔案保存修護，足見人才供需未見落差；反觀我國檔案保存技術人才似有不足，未來如何透過與相關機關、專業協會或團體合作，以促成檔案保存技術人才養成，值得再行研議評估。

七、跨域合作與發展

鑑於政府資源有限，愛爾蘭國家檔案館近年運用合作模式推動檔案管理業務，合作對象包括學校檔案系所、圖書館、博物館、政府機關及國際組織等，合作內涵則為出版、舉辦大型推廣活動、加入國際性檔案協定網站、國際性數位化保存聯盟以及地方性文化資源網站平台等。我國目前亦與相關文史機關透過業務支援及合作、建置檔案資源整合查詢平台、出版品與研究成果資料交流等，進行合作事項交流，並提供學校寒暑假學生實習，惟相關合作事項可再深化，俾充分運

用館外資源及共同推廣力量，增進檔案管理與服務質量，並延伸推廣國家檔案館藏資源及助益專業發展，發揮跨域合作成效。

八、增進國際交流

本次考察，各受訪機關均熱誠協助接待，我國駐愛爾蘭代表處於本次考察行程前，即先行拜會愛爾蘭國家檔案館館長，洽商有關合作交流意願，考察是日並蒙館長親自接待與簡報，相關部門同仁更是竭誠說明檔案管理現況，並表達合作交流意願，本局參訪人員亦於參訪當日邀請該館館長前來參加本局預定於本年度 11 月間舉辦之「第六屆電子檔案管理技術國際研討會」，促進雙方檔案合作交流。

為瞭解各國辦理檔案經驗，作為我國效法借鏡，建議未來應持續透過辦理考察或國際活動、參與國際會議或透過互訪等方式，推動與國外檔案館交流，不僅展現我國檔案管理成效，亦有助提高我國能見度。



圖 9-1：參訪合影

附錄 1 考察行程

日期	行程內容	所在地點	住宿地點
5/27(日)	啟程(Taipei-Dubai-Dublin)	Dublin	Dublin
5/28(一)	參訪愛爾蘭國家圖書館 (National Library of Ireland) (地址：7-8 Kildare Street, Dublin 2) 參訪愛爾蘭都柏林大學學院檔案館 (University College Dublin Archives , Dublin, Ireland) (地址：James Joyce Library, UCD, Belfield, Dublin 4)		
5/29(二)	參訪愛爾蘭國家檔案館 (National Archives of Ireland) (地址：National Archives of Ireland, 8 Bishop Street, Dublin 8)		
5/30(三)	參訪愛爾蘭電影資料館 (Irish Film Archives) (地址：6 Eustace Street, Templebar, Dublin 2)		
5/31(四)	資料整理	Dublin	Dublin
6/1(五)	參訪都柏林市立圖書與檔案館 (Dublin City Library and Archives) (地址：138-144 Pearse Street, Dublin 2)		
6/2(六)	返程(Dublin –Dubai)	Dublin	機上
6/3(日)	返程(Dubai 至 Taipei)	Dubai Taipei	

附錄 2 考察重點

一、 座談重點：

(一) 組織體制及發展策略

1. 國家檔案館之隸屬、組織架構、功能職掌。
2. 掌理機關檔案管理之權責機關為何？其與國家檔案館之關係為何？
3. 國家檔案館年度施政計畫、中長程發展策略。
4. 國家檔案館各項法令規章。
5. 因應資訊化、網路化趨勢，有無變革策略或風險管理做法？
6. 國家檔案館與郡級檔案館如何分工合作？
7. 國家檔案館如何推動各機關檔案管理評鑑、輔導或認證做法？

(二) 檔案專業人才培訓

1. 如何提升檔案管理人才訓練的質與量，訓練機制及方式為何？
2. 如何透過與學術機構、民間團體等合作，提供相關的訓練服務？
3. 是否有檔案管理人員專業認證的標準(包括檔案管理師、檔案維護師與檔案鑑定師等)？其認證過程為何？有無檔案管理證照制度？
4. 有無建立檔案管理的核心職能或知識地圖？擔任國家檔案管理及開放工作者有無必備條件或先修課程要求？

(三) 檔案徵集及清理

1. 政府檔案及私人文書之徵集策略、審選原則及其操作方式為何？
2. 政府檔案及私人文書移轉政策及程序為何？移轉前是否要求機關先完成解降密、開放應用限制與否之審查等？
3. 政府檔案移轉年限為何？是否因檔案媒體型式不同分別訂定移轉年限？如電子檔案是否需要提前移轉等？移轉前是否須再辦理鑑定？
4. 因應組織異動，機關管有之檔案如何承接？如屬裁撤機關之檔案，其處理做法為何？
5. 機關辦理屆期銷毀檔案之程序為何？核定銷毀的權責為何？是否有相關

授權清理機制？

6. 機關屆保存年限且確定已無行政參考價值之檔案，是否提供其他學術研究單位使用？
7. 私人文書徵集之做法或合作模式？
8. 與臺灣相關檔案之典藏情形及徵集管道為何？可否就檔案影像進行複製？
9. 機關定期檔案之保存年限區間為何？

(四) 檔案整理及保存維護

1. 國家檔案館對於各類型檔案之除蟲菌及保管方式。
2. 國家檔案館對於各類型檔案(如地圖、照片)之描述單元及詮釋資料項目如何規範？因檔案媒體類型不同，是否建置不同資料庫？
3. 國家檔案館在檔案管理上，是否採用自動化方式，其工具(如 RFID 或 Barcode)為何？如何運作？
4. 有無典藏技術實驗或研究之設施與人力？館藏文物修護策略及標準作業流程。
5. 館藏文物複製儲存制度與標準作業流程。採用的規格、格式為何？

(五) 應用服務

1. 有無研訂應用服務策略或方案？涵蓋那些應用服務方式？
2. 檔案應用如何與教育結合，提供學校或民眾運用檔案？
3. 是否從檔案中擷取重要或獨特元素，設計及製作文化商品？
4. 如何運用館藏檔案規劃常設展或特展？
5. 針對國家檔案的行銷推廣，有何具體創新做法？
6. 是否有檔案週（月）？如有，在檔案週（月）時，都會舉辦哪些檔案推廣活動？以及是否會配合特定節日，舉辦檔案推廣活動？
7. 對於機關的檔案應用輔導，是否有具體做法？
8. 如果機關向貴館申請應用檔案，其服務方式是否有所規範？

9. 如有涉及個人隱私或法律限制應用情形時，檔案應用之提供方式為何？實務上爭議問題與解決方向為何？個人隱私或個人資料有無法律明定至遲開放年限？
10. 國家檔案自徵集、整理到對外提供應用服務之程序為何？例如何時開放檔案目錄？何時檢視檔案不宜提供之部分(如個人隱私)？民眾申請應用檔案有無數量限制？

(六) 電子檔案管理

1. 電子檔案長期保存制度、策略與技術為何？請提供相關手冊與規定。
2. 電子檔案轉置時機為何？請介紹轉置流程及相關做法。如何確認管有電子檔案的真實性、完整性與可及性？請介紹查檢方法。
3. 電子檔案轉置或轉製後有進行驗證？採用什麼驗證方法？
4. 如何決定電子檔案的保存年限？是否已訂定電子檔案保存與應用格式？
5. 是否訂定各類型儲存媒體之建議保存年限？
6. 對於電子郵件、業務文書或資料庫等公務紀錄有無管理規範？
7. 是否已實施電子檔案線上移轉?如何克服大量資料線上移轉之瓶頸?
8. 是否已導入 E-ARK 計畫之相關工具,請問成效如何?是否有導入經驗可以分享?
9. 是否已實施檔案目錄共筆協作機制，請簡介相關機制?

(七) 檔案館建築及營運

1. 國家檔案館建築之規劃報告書、各樓層平面配置。規劃設計前，是否有檔案館建築之設計規範可依循，若有請提供或如何取得？
2. 檔案典藏空間除恆溫恆濕設備外，其空氣淨化措施如何為之？
3. 國家檔案館消防滅火設備為何？是採用撒水系統或二氧化碳系統或其他系統？
4. 國家檔案館所採取的節能措施。
5. 國家檔案館營運財源及有無營收機制？

二、 相關資料提供

- (一) 檔案館的組織架構及功能職掌相關簡介或影片。
- (二) 檔案管理相關之法令規章、作業手冊或指引。
- (三) 國家檔案館年度施政計畫、中長程發展策略、年報等文件或出版品。
- (四) 國家檔案徵集策略、中程計畫、鑑定審選原則（標準）及作業流程相關文件。
- (五) 檔案移轉作業流程相關文件（如：移轉請求單、檔案運送費用相關規定）。
- (六) 檔案銷毀作業流程相關文件（是否有核准銷毀程序及授權清理相關規定及文件）。
- (七) 檔案複製儲存策略、計畫、法規、標準等作業流程相關文件。
- (八) 非紙質類(特殊媒體) 檔案之保存實驗室或相關保存修護方法與標準。
- (九) 檔案應用法規(含限制應用之法令依據、外國人得否申請之規定)、檔案申請應用、閱覽等相關規定及作業流程。
- (十) 檔案閱覽空間規劃及服務機制：服務空間配置資料(如：平面圖、空間用途及大小)、各項服務之規定(包括辦證、出入館須知、檔案閱覽、抄錄、複製與翻拍等規定)。
- (十一) 檔案展覽空間之規劃設計需求文件。
- (十二) 電子檔案長期保存制度、策略與技術相關手冊與規定。

三、 實地參訪場所安排

- (一) 閱覽中心、展覽廳及研究空間
- (二) 檔案保存修護中心
- (三) 不同媒體型式之檔案庫房及相關設施
- (四) 檔案複製儲存作業空間
- (五) 檔案編目整理作業空間
- (六) 檔案應用準備作業空間
- (七) 電子檔案長期保存實驗室
- (八) 文創、書店、對外營業或其他收費空間

Visiting focus for the Archives Management of Ireland

● Organization, Policy and Strategic Development

1. Please introduce the subordinate relationship, organization and departmental function of National Archives of Ireland.
2. Please introduce the authorized agency of records management. What is its relationship with National Archives of Ireland?
3. Please introduce the annual business plans, mid-term or long-term development strategies, annual results or other publications.
4. Please introduce the related laws and regulations of National Archives of Ireland.
5. In response to the development of information and network technology, are there any strategies of change or risk management?
6. How does the National Archives work in cooperation with the county Archives?
7. How does National Archives evaluate the performance of government agencies on records management or provide assistance to them? Are there any certain certificate programs to adopt?

● Training of Professionals

1. How do you enhance the quality and quantity of records-managers' training? What kinds of training courses do you provide? Besides the comprehensive training courses, do you provide the single-topic training course or other online training courses?
2. How do you liaise with the associations, institutes, industries and education groups to provide the training services or courses?
3. Are there any standards of qualification for archivist, appraisal archivist, and conservational archivist? We would like to know the process of certificate for records managers.
4. Do you establish the core functions or knowledge map for archives management? Is there any prior knowledge or preparation course requirement for the one to be a national archivist?

● Archival Acquisition , Appraisal and Disposition

1. Please provide the acquisition strategies, selection principles, appraisal procedures of the government records and the valuable documents from an individual or organization.
2. Please introduce the transfer policy and procedures of the government records and the valuable documents from an individual or organization.
3. How long the government agency records should be transferred to the National Archives since those records have been created? Will the transferring day be different from the record media type? Whether the need for further identification before the transfer?

4. How to deal with the records in reform or defunct government agencies?
5. What's the (legal) procedure or standard should the government agency follow when destructing agency records reaching expiry date? Is there any authority-in-charge for the approval of records destruction and what's the range of its approval? Can agencies destruct records under some kind of license without submitting to authority-in-charge in advance?
6. Do agencies provide their records, which have been expired and without evident value for substantial national or agency administration, to other institutions for academic or researching purposes?
7. What's the practice or cooperation mode of acquisition about private documents?
8. Do you have the collection relevant to Taiwan, and what's the acquisition mode of those collection? Can we copy those collection ?
9. What's the distinction of retention period of the temporary records in agencies ?

- Arrangement and Preservation of Archives

1. What are the ways of the National Archives of Ireland eliminating pests, sterilizing and preserving the various media of archives?
2. How does the National Archives of Ireland regulate archival description and metadata to various types of archives (maps, photos, etc.)? Would the National Archives of Ireland build different databases according to the media types of archives?
3. Does the National Archives of Ireland apply automation on archives management? If so, how does it work and with what tools (e.g. RFID, Barcode)?
4. Do you set up any technical experiments or research laboratories? What are the conservation strategies and the standard operating procedure of collection?
5. What are the archives duplicated strategies and the standard operating procedure for collection? What kind of specification and formats do you adopt?

- Archives Access and Outreach

1. Do you formulate any archives access strategies or programs? We would like to know the kinds of the services, methods, and achievement for archives access.
2. How do you use archives to organize educational programs for schools or the public?
3. Do you select required or unique elements from archives to design and produce cultural products?
4. How do you curate the permanent or special exhibitions?
5. Do you have any innovative practices to promote archives?
6. Do you recruit the volunteers, or liaise with other institutions/groups to provide the access services or other services?

7. Do you have Archives Week (or Archives Month)? If you have, which kind of promotion activities will be held? Moreover, have you ever been held any promotion activities about archives in particular festival?
8. Do you have any specific practices for the members of government agencies about how to increase their records access?
9. Do you have any regulations of the services about government agencies apply for the records?
10. Conforming to the information related to personal privacy or the restraint by other laws, how do you provide the content of archives for public access? How to solve the practical controversial issues about this, and what's your solutions and direction? Are there any laws to restrict the open access timing in personal privacy or personal information ?
11. How long will it take from transferring archives to public access? When to publicize the catalogue? When to review the sensitive information (personal privacy, for example)? What are the practical procedures for records being transferred before and after to the Archives? Do you have any quantity limit for public access to records ?

- Electronic records management

1. What kinds of mechanisms, strategies and technologies are adopted for long-term preservation of electronic records in Ireland? Please provide the related guideline and regulations.
2. When is migration timing of electronic records? Please introduce the migration flows and related methods. How do you confirm the authenticity, completeness and accessibility of electronic records? Please introduce the check methods.
3. Do you validate the quality of migrated or converted electronic records? If yes, what methods do you use?
4. How do you decide the electronic records schedules? Are there any standards and codes for the file formats of electronic records in terms of preservation and application?
5. Are there any standards and codes for the retention of storage media?
6. Are there any management guidelines or regulations on agencies' electronic documents and records, such as e-mail, business documents and databases?
7. Do you transfer electronic records online? If yes, how to overcome the bottleneck of bandwidth?
8. Do you use the tools developed by the E-ARK(European Archival Records and Knowledge Preservation) project? If yes, can you share your experiences?
9. Do you implement collaboration mechanism on records Catalogs? If yes, how do they work?

- Archives building and operation

1. Could you please provide us your preliminary planning report, the setup (or plan) of each floor of the National Archives building. Do you have “Archival building design criteria (or standard) ” for planning and designing archival building? If you have, could you provide us the design criteria (or standard)? Or where can we get it?
2. In addition to the temperature and relative humidity requirements for the archival stacks must remain stable and constant, what is the air cleaning process in stack area.
3. Which fire protection materials and methods do you use in stack area of archival building. Wet-Pipe fire suppression sprinklers, carbon dioxide fire extinguishing or other alternative fire extinguishing. Why?
4. Please provide measures for energy saving of the National Archives.
5. Please introduce the budgetary sources of Archives building operation. And is there any business turnover mechanism?

- Requested Information

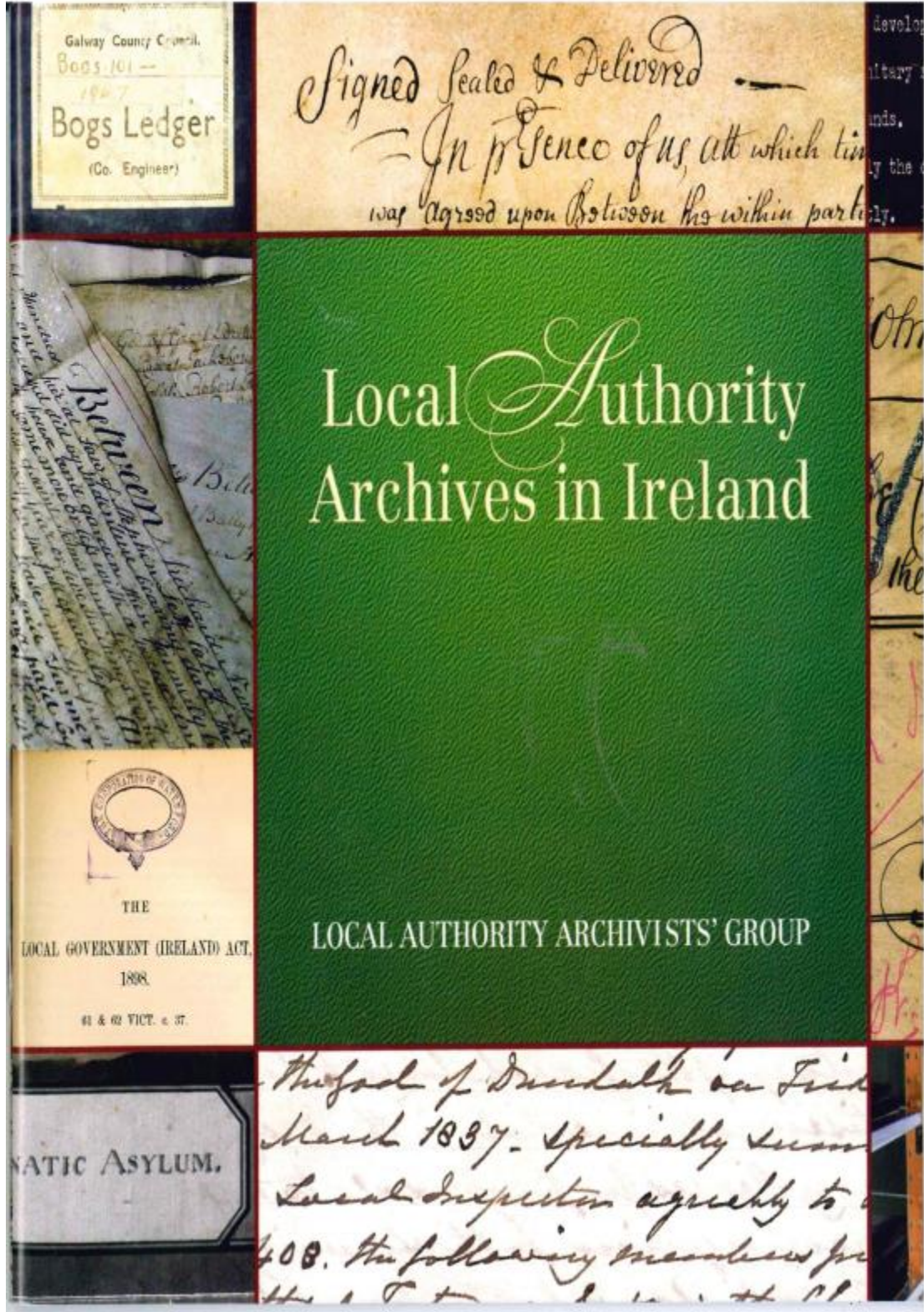
1. Introduction of the organization of the Archives, including departmental functions and the relationship among the subordinate archives (hard copies or films are welcomed).
2. The mandates, regulations, guidance, laws and acts are related to the National Archives operation.
3. The annual business plans, mid-term or long-term development strategies, annual results or other publications, including program for building new repository.
4. The acquisition strategies, selection principles, appraisal procedures of national archives.
5. The legal procedure or standard of transferring, the guidelines of the delivery of government agency records, regulations and standard form of delivery request (or charges of deliveries).
6. The regulations and standard form of destructing and authorization requirements.
7. Archives digitalization: The strategies of storage allocation, plan, laws and standard operating procedures in the National Archives.
8. The conservation laboratory, or the methods and standards of conservation for non-textual records.
9. The related legislative provision for access, including limitation about the application, foreigners of applying archives, and the guidance or handbook for access service.
10. Space design and service system for archives reading: service space information (such as plan, function, and spatial size), matching provisions of services

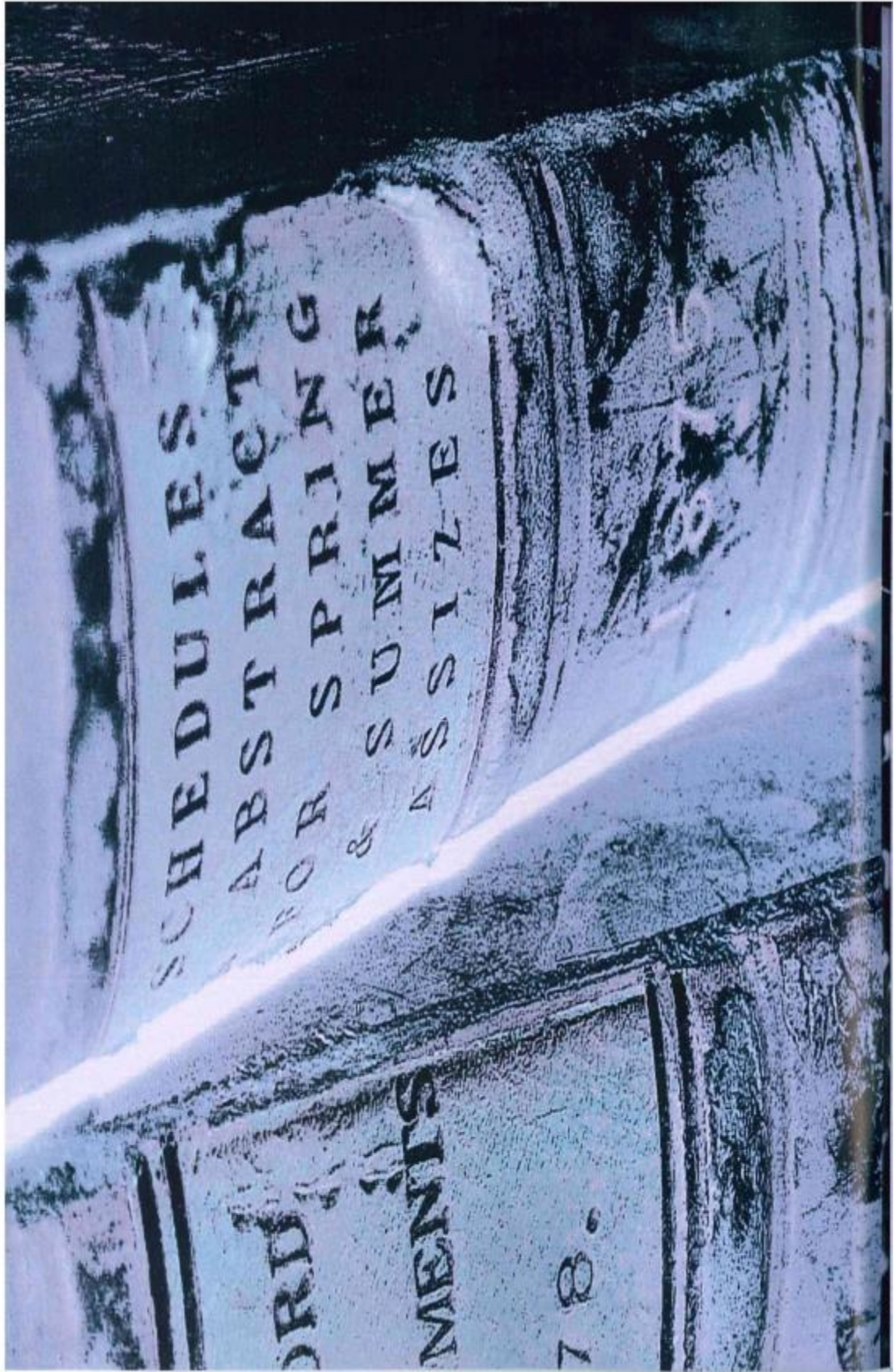
(including registering a reading card, rules for reading room, provisions of viewing, hand-copying, duplication)..

11. The proposal of space design for archives exhibition.
12. Any Cloud Computing related projects, the long-term preservation systems, strategies and technologies of electronic records for National Archives. Please provide the concerning regulations and guidelines, etc.
 - Requested workplace
 1. Archives Access Center (Reading Room), Exhibition Hall, Research Room
 2. Archives Preservation Center
 3. Archives Repository and related facility
 4. Digitalization Room
 5. Description Room
 6. Access Preparation Room
 7. Electronic Records Long-term Preservation Lab
 8. Shops(e.g., bookstore, gift shop, creative workshop or other commercial spaces)

附錄 3 訪查相關資料

一、都柏林市立圖書與檔案館





Local Authority Archives in Ireland

Local Authority Archivists' Group, 2003

Published by Wexford County Council for the Local Authority Archivists' Group

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LE CLUIDÚ AN CHOMHAIRLE OIBHREACHTA

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Foreword

As chairman of the CCMA, I am pleased to be asked to contribute to this important publication. With the introduction of statutory provision for local authorities to manage, care for and make available for public access their archival collections, a lot of work has taken place in local authorities throughout the country to implement these aims.

Archives are important not only for their use as a record of past achievements, but also as a working research tool for information which affects decisions taken today. They are used for lifelong learning initiatives and for educational work at all levels, and the public interest in them has been reflected in the increase in collections of archival and local history materials.

Local Authority Archives are rich in information about the counties and communities they serve. The value of this information should be recognised, as well as the social and community benefits that can result from the provision of archival services.

In its *Guidelines for Local Authority Archives Services*, the Department of the Environment, Heritage and Local Government stated that "It is part of a local authority's duty to its community to ensure that its contribution to the history of the country is properly recorded and portrayed." I believe that it is vitally important that the great cultural and heritage traditions of the country be preserved and highlighted for both the present and the future generations in these constantly changing times.

I would like to thank the Local Authority Archivists' Group and the Heritage Council for this publication which I believe will heighten awareness among the public of the vast body of information currently held in local authority archive services and lead to an increase in usage of these valuable resources.

W.M. Soffe

Chairman, County and City Managers' Association
18th November, 2003

Introduction

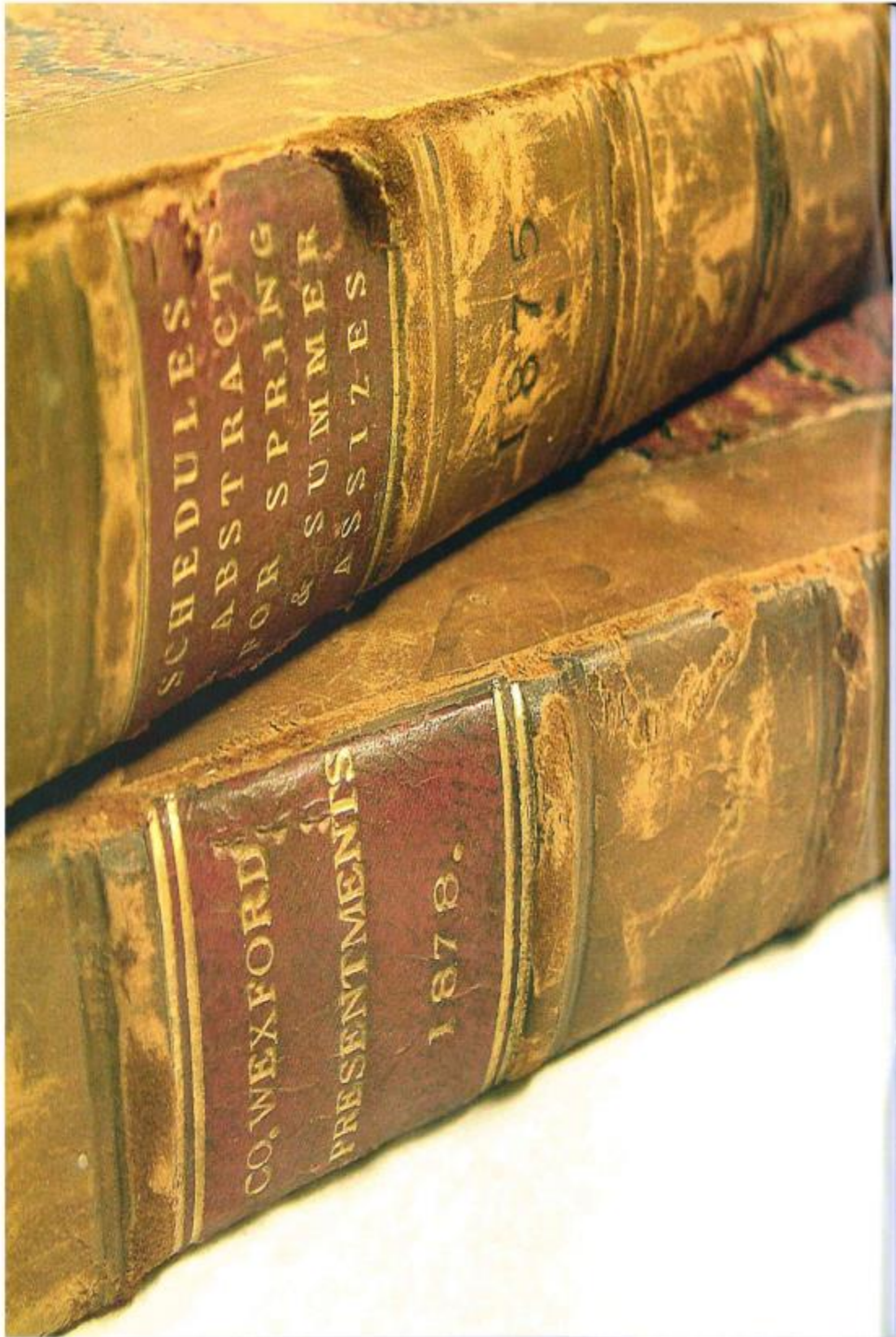
Local authority archives are a relatively under-utilised resource in Ireland. In many cases, students, researchers, historians and genealogists have developed avenues of research over the years that do not depend on the availability of archives, simply because such original material has not been accessible in a professional and controlled manner.

Statutory provision for the protection of local archives was brought about with the passing of the **Local Government Act, 1994**. Section 65 of that Act states that local authorities are required 'to make arrangements for the proper management, custody, care and conservation of local records and local archives and for inspection by the public of local archives'. Section 80 of the **Local Government Act, 2001**, has since superseded this legislation.

Since the introduction of the 1994 Act, a number of local authorities have appointed archivists and work has commenced on making archives available to the public. The development of local authority archive services and of specialist archive repositories has been assisted in particular by a greater awareness of the value of our archival heritage. Notwithstanding this, accessibility has not been adequately recognized and people continue to rely heavily on secondary source material and sources in overseas libraries and archives.

It is the intention of the Local Authority Archivists' Group to ensure that those who could benefit from the use of local archives are made aware of the existence and potential value of the records held in local authority archive services. The aim of producing this publication with the assistance of the Heritage Council is to educate and inform the public of the body of information and evidence that is available to them locally, and to engender an awareness of the range of archival heritage that each local area can avail of and benefit from.

Local Authority Archives in Ireland is intended as an introduction to the records of local authorities and is not a synopsis of local government services in Ireland. A select bibliography of established sources has been included for those who would like to carry out further research into local authorities and their development.

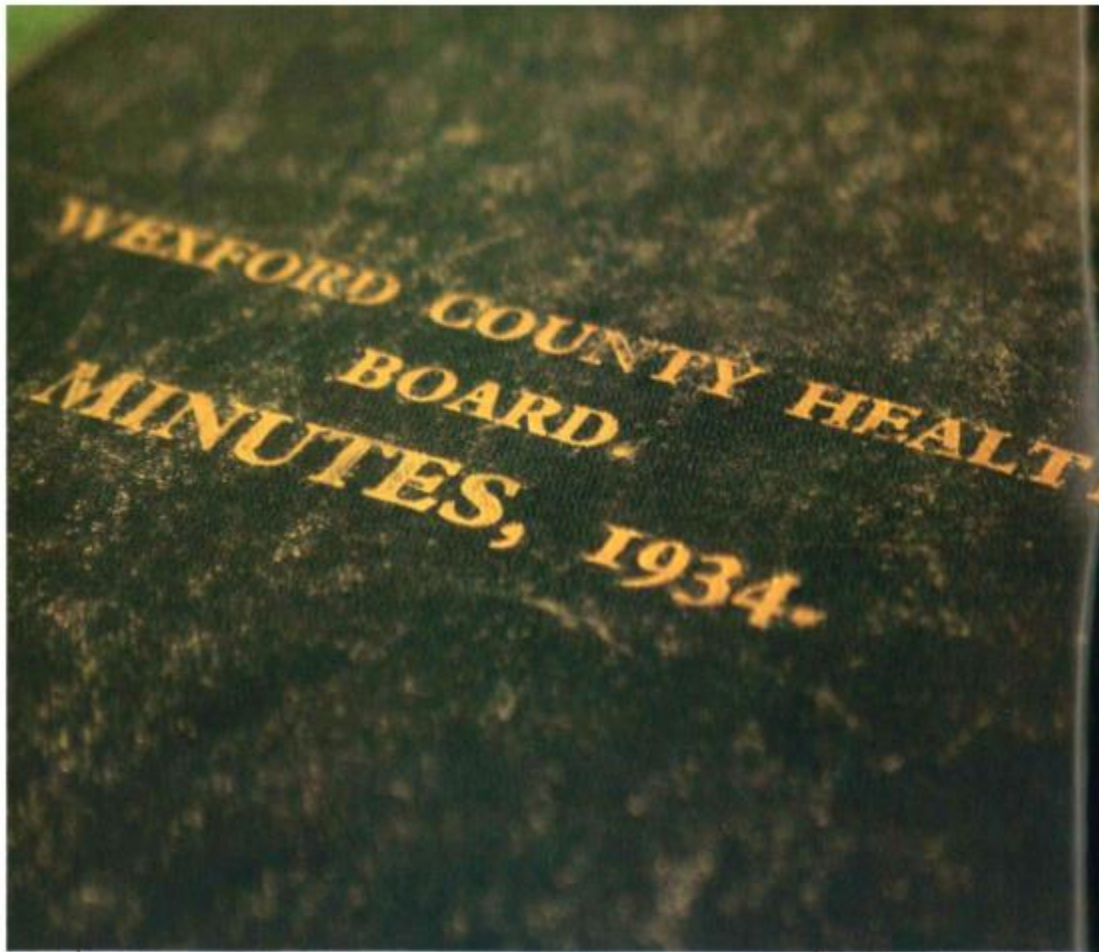


The significance of local authority archives

Raymond Gillespie, National University of Ireland, Maynooth

The task of the local authority archives user, whether a historian of the nation, a locality, or a family, is a delicate balancing act. To rely too heavily on the words of the documents alone is to produce a historical narrative that is little more than an accumulation of facts rather than a telling of the story of the past. On the other hand to stray too far from the evidence is to risk distorting the reality of the experience of those who lived in the past. The early twentieth-century French historian Marc Bloch understood the task of working in archives as rather like a courtroom drama. The documents of an archive are akin to witnesses at a trial. They do not speak for themselves but the cross-examiner must pose the right questions to make the documents yield up what they contain. To pursue the legal analogy it is worth remembering that there are many witnesses at a trial, and to understand their testimonies in their context they need to be evaluated on their own terms. Sometimes it is the unexpected, and little known, witness that will yield the most spectacular testimony. Local authority archives, because they are little sought out and underused, have the possibility of being such star witnesses with many surprises to offer. If we are to understand the significance of local authority archives and their possibilities for historical research we need to know much more about what these archives are and how and why they were made. This short book will help researchers to understand more about these issues.

For those who use local authority archives it may be worth thinking in terms of a simple two-fold classification based on their legal and administrative context. On the one hand there are large bodies of documents generated by towns. From the middle ages the crown granted charters to a number of Irish towns giving them the right to be self-governing. The crown also allowed some towns to send representatives to parliament. The task of administering towns within the legal terms of the charter generated large quantities of archives. Dublin, Kilkenny and Waterford have been fortunate in the collections that have survived from the middle ages and the Dublin records are the oldest continuous institutional records that survive from Ireland. In the sixteenth and seventeenth centuries many towns began to preserve their records more carefully than before and Galway, Cork, Youghal,



Kinsale and Drogheda can boast good series of records from this point on. Some of this material comprises the day-to-day records of financial administration and the government of the towns. Such apparently routine documents in fact contain the stories of those who lived and died in Irish towns in the early modern period and deserve to be read closely. Some of the records of seventeenth and eighteenth century towns are still preserved locally by those towns. In the case of some smaller towns they were so dominated by their landlords that the corporate records ended up among the papers of local landlords. Thus the corporation book of Harristown in County Kildare is now among the papers of the duke of Leinster in the Public Record Office of Northern Ireland (PRONI, D/3078/4/1) and the urban records of the town of Kells in County Meath are contained in the Headford estate collection in the National Library of Ireland (MS 25,466). In some other cases records were borrowed from local authorities and never returned so that the records of Naas Corporation have found their resting place in the library of Trinity College, Dublin (MS 2251-4) and the Maryborough records are now in the National Library of Ireland (MS 1726).

Cover of Wexford Board of Health & Public Assistance minute book, 1934.
Wexford County Archive

Local Government
(Ireland) Act, 1898
Waterford City Archives

Victorian reform of corporations changed the shape of urban local government. The older corporations continued to function but they were joined by a number of new governing bodies. The creation of town commissioners and urban district councils, for instance, greatly enlarged the number of towns that had governing bodies. Of these, town commissioners are often early in date and their records begin correspondingly early. Such town commissioners' records allow us to see how power worked at local levels. By identifying what may well be called the 'fathers of the towns' through local records such as directories, newspapers and valuation records it becomes possible to build a series of biographies of the most important figures in many relatively small towns and so understand how local communities were structured and how they organised themselves for daily life.



In the rural world the development of local authority records was much slower. The organisation of daily life was left to landlords operating through local manorial courts and to the established church which was responsible not only for religious worship but, through the parish vestry, for a wide range of local government services such as poor relief, road building, fire fighting and in some cases education. Before the nineteenth century the only significant government institution was the grand jury, the role of which is discussed below. Unfortunately many of the grand jury records were in the Public Record Office in 1922 since they had been rendered obsolete by the new Local Government Act of 1898. As a result many were destroyed but a good deal remains either in local authority archives or in the National Archives and a few presentments have survived in the National Library of Ireland. These are important documents since they tell us not just about the raising of local taxation, the main function of the grand juries, but also how that money was spent on projects such as road and bridge building. This infrastructural development could transform communities. In Mayo during the first nine years of the nineteenth century the grand jury built over 300 miles of road, leading to the creation of new villages and opening up of what was previously unsettled land.

The development of local government was, of course, a feature of the governmental revolution of the nineteenth century. The appearance

of the poor law in the 1830s with its network of unions and boards of guardians created a nationwide system of local government. Its structures touched the lives of almost everyone who lived in nineteenth-century Ireland. One measure of the level of interest in the institution is the amount of space given over to reporting the doings of boards of guardians in local newspapers. Most obviously the lives of the poor were deeply affected by the creation of the workhouse system but the lives of the rich were also affected. The workhouse was an important economic institution that was a significant consumer of local goods and services and more than one shopkeeper profited from the workhouse contract. For those not relieved in the workhouse, emigration schemes, often documented in the workhouse records, proved to be an important alternative. Again in the world of politics constitutional nationalists learnt the craft of popular politics through their local activities on the boards of guardians. Workhouse records, therefore, have not only social significance but economic and political importance too.

Finally, the records of the modern county councils set up under the 1898 Act are what people generally think of when local authority records are mentioned. In comparison to some of the categories of local authority records discussed above, the records of the modern county councils have been intensively used in the writing of histories of those councils occasioned by the recent centenary of their creation. However their full potential is far from exhausted and the description below of the sort of material that survives in these archives suggests that their range is greater than it might seem at first glance. Apart from the obvious studies of political life, in which minutes of meetings can be fleshed out with newspaper reports, the application of the concept of social geography to the records of housing departments could produce some insightful studies similar to those of Dublin's housing problems in the nineteenth century.

Historians of all sorts have barely come to terms with local authority archives in Ireland. Given their potential their use seems set to be one of the most significant developments in the early twenty-first century.



Archives boxed or wrapped and securely stored on shelving
Galway County Council Archives

What are archives?

Archives are the accumulated unique records of an individual or institution that warrant permanent preservation because of their value to their creator for legal, administrative or fiscal purposes or to researchers because of their potential research value.

Archival material can be fragile and may deteriorate easily. It has specific requirements and needs to be securely stored and maintained under proper conditions and listed for easy retrieval. While the majority of archival material is paper-based, it can also be generated on other media including:

parchment	microfilm and microfiche
audio and visual;	photographs
maps, plans and drawings	slides
electronic formats	

Local authority archives are not strictly limited to the archives of existing local authorities but also encompass a wide range of predecessor bodies of the present local authority system (see Common Classes). They are an invaluable resource in exploiting the development of local government in Ireland from its origins to present times and richly complement published materials held in local studies collections, family history societies and in local community groups.

The passing of Section 65 has ensured that these valuable records will be adequately safeguarded for and accessible to future generations for the study of government at local level. This legislation has recently been updated with section 80 of the **Local Government Act, 2001**.

Protective gloves used for handling archives
Donegal Archives Service



The Local Authority Archivists' Group was also recently involved in the publication of the *National Retention Policy for Local Authority Records* (LGMSB, 2002). This policy document identifies the common classes of records held in the main sections of local authorities and specifies for how long they need to be retained. It is hoped that the guidelines inherent in the document for identifying records of long-term value will contribute to the structured receipt of future local authority archive material.



Using archives

*Archives must be carefully stored and handled.
Wexford County Archive*

Visiting your local archive

Visiting your local archive service can be an enjoyable experience as well as an informative one. Besides carrying out your chosen research, you may be able to see original documents on display. Some archive services have a small exhibition space, where members of the public can view original documents on a chosen theme displayed under the correct environmental conditions.

In addition to exhibition space, some local archives have undertaken oral history projects which may be accessed at listening posts. These recordings of local reminiscences serve as a rich complement to our documentary heritage.

It is always advisable to make an appointment prior to a visit to your local archive service, as most services are singly staffed and are therefore open only at certain times. The archivist

will guide you through the most appropriate avenues of research for your enquiry but you will be expected to undertake the research yourself. You will be shown finding aids appropriate to your research and can then request particular items, quoting the relevant document reference number.

Reading archives

Proper handling of archives is essential. Clean hands are necessary when consulting original documents as dirt and grime can be easily transferred onto them. Some archive services may request users to wear cotton gloves, particularly when consulting very old documents. It is important to bear in mind that you are handling material that does and will continue to represent an intrinsic part of our documentary heritage.

Archive services have a reading room where researchers must observe the general research room rules before requesting items. No more than one item is issued to a researcher at any given time. Readers may be asked to fill out a reader's ticket and application form. A sample list of reading rules are detailed below:

- ◆ Researchers must sign the attendance book each day.
- ◆ Researchers should not bring anything into the reading room that is liable to cause damage to documents. This includes sweets, cough sweets, chewing gum, erasers, corrective fluid, or adhesives of any kind.
- ◆ Pencils only must be used by researchers while consulting archives
- ◆ Archives are copyright and must not be published or reproduced without the archivist's written consent

Archive services usually operate under the policy of not making material available until it has been properly processed (i.e. cleaned, arranged and listed). As many local authority archive services are still in their infancy, much of this specialist work may still be in progress. Consequently, many of the records mentioned in this booklet may not yet be available in your local archive.

Reproduction facilities

Reproduction facilities may be provided in your local archive service, although their provision is at the discretion of the archivist and depend on a number of factors, including the age of the material, its condition and copyright considerations.

Common classes of local authority archives and their potential research value

A local authority archive service is custodian to a wide range of archival series, including a significant number of predecessor bodies of the present local government system. Some of these bodies comprise the earliest extant materials in a local authority archive, and include grand juries, poor law unions, rural district councils, and boards of health and public assistance.

Grand Juries

Grand jury archives are among the oldest collections in a local authority's holdings. These 17th century bodies, if not older, mainly comprised prominent local landowners who were appointed by the sheriff. They were initially concerned with the administration of justice. However, their functions gradually expanded to include the provision of roads and bridges, and the maintenance of dispensaries, county infirmaries, lunatic asylums, courthouses and gaols. A tax was levied on the county or barony for the cost of road and bridge works and collectors appointed for the collection of these local taxes, known as the county cess. The grand juries met twice yearly at the spring and summer assizes for the purpose of passing presentments. These presentments constituted printed lists of proposed and approved works due to be undertaken and were financed by cess payers.

Corrupt practices among grand juries were widespread in the 19th century and the creation of the office of county surveyor in 1817 brought back some degree of control into the order of making presentments. In a further attempt to make them more accountable to ratepayers, baronial presentment sessions were established in 1819, which included representations from ratepayers from 1833.

It is interesting to note the contrast between the appointed nature of the grand jury system

Extract from a Grand Jury Road Contract Book for County Waterford, showing the contractor's name and particulars of the road built, 1824-44. Waterford County Archive Service

Year	Contractor's Name	Particulars of Road
1824	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1825	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1826	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1827	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1828	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1829	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1830	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1831	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1832	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1833	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1834	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1835	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1836	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1837	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1838	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1839	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1840	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1841	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1842	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1843	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]
1844	James O'Connell	From the bridge at [unclear] to the bridge at [unclear]

Extract from a Grand Jury Road Contract Book for County Waterford, showing the contractor's name and particulars of the road built, 1824-44. Waterford County Archive Service

and the present local government system. The powers of the grand juries were significantly diminished with the introduction of the **Local Government (Ireland) Act, 1898**, which established democratically elected county and city representatives for the first time.

The main surviving series from the grand juries are presentment books, although jurors' lists and treasurers' material are also extant for some local authorities.

SPRING ASSIZES, 1849.		17
Brought forward..... £715 9 9		
6 and 7 W 4, c 116, s 10		
271—To the Co Surveyor, to discharge the contract entered into with Messrs M ^o Shane of Celeneddlands, to repair 400 perches road from Raphoe to Derry, between the Armagh bridge and the head of Criscoe road, in townlands of Criscoe & Donougher, as presented at spring assizes 1846, to Michael Gilmore of Banglos, and presented at spring assizes 1847 to the County Surveyor—and which was presented to and by minute at summer assizes 1848—Approved	£	10 0
6 and 7 W 4, c 116, s 109		
272—To John Motherwell of Gardsney and Thomas Curry of Gardsney, for the support of a deserted child, called Margt Jane Fresh, aged 1 year and 7 months, at ease with Jane French of Gardsney, for half-a-year to 22d. Nov. 1848. To be paid of the parish of All Saints—Approved	£	0 0
6 and 7 W 4, c 116, s 109		
273—To the Rev Edward M. Clarke of Lifford and Hugh Brady of Lifford, for the support of a deserted child, called Robert Glen, aged 7 years, at ease with Eleanor Glen of Mullin		

Extract from Grand Jury Spring Assizes, Donegal, 1849.
Donegal Archives Service

March 1837

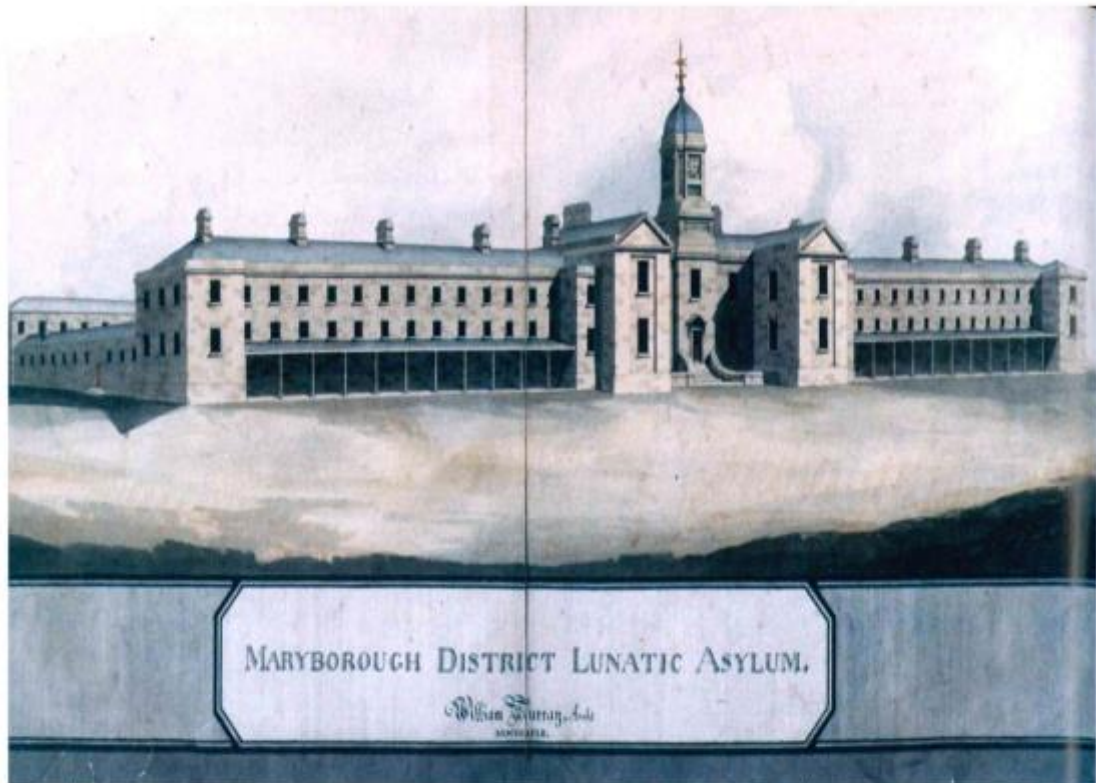
Minutes of the proceedings of the Board of Superintendance of the County of Louth Gaol.

At a meeting of the Board held in the parlour of Donabate on Friday 30th day of March 1837, specially summoned by the Local Inspector agreeably to order in Min. 408. The following members present: Faithful Fortson, kept in the Chain; T. Lee Keenan, B. S. Balfour, John Chambers, John Peigge, John Keenan, Esq.

410. The order of the Grand Jury made to the Board at the late spring assizes was laid before them by the Local Inspector. They came to the resolution agreeably thereto to communicate the purport of the order to the Inspectors present in order that by their aid and advice the Board may be enabled to carry into full effect the objects contemplated by the Grand Jury.

411. The Board appointed the 5th of May next for a further consideration of the subject, and directed the Local Inspector

Extract from Minutes of the proceedings of the Board of Superintendents of the County Louth Gaol, 1837.
Louth Local Authorities Archives Service



Poor Law Unions

The Poor Law Act in Ireland was introduced in 1838 in response to the widespread poverty in the country during the early 19th century. Under the Act, the country was divided into poor law unions, each of which had a workhouse. An area board of guardians ran each union, some of whom were elected with others appointed from among local magistrates. The workhouses were under the central supervision and control of the Poor Law Commissioners who prescribed the lines the guardians were to follow. The Commissioners continued in this role up to 1872 and were afterwards replaced by the Local Government Board. Rates were collected within each area for the maintenance of the local destitute poor. In contrast to the grand jury cess which was levied on occupiers of property, these Boards were financially maintained by a poor rate which was a tax levied on property owners. The responsibilities of the guardians increased in due course to encompass the areas of public health, boarding-out of children and rural housing and sanitation. They operated until 1923. Many workhouse premises continued to be used subsequently, often as hospitals.

Drawing of Maryborough District Lunatic Asylum (now St. Fintan's Hospital, Portlaoise) 1832.
Laois County Archive

Medical relief register, Portumna Poor Law Union, 1881-84.
Galway County Council Archives



Extract from Poor Law Union
minute book for Glenties
Union, 1878.
Donegal Archives Service

The bureaucratic nature of the Poor Law Commissioners' work resulted in the creation of significant quantities of archives. The most voluminous series comprises minute books, with a small number of registers and scattered samples of other archives such as letter books, ledgers, out-relief material, boarding-out records and documentation relating to the administration of workhouses and their inmates.

GLENTIES UNION.

Minutes of 1871-1878. Present Mr. James Tabor, 18th Dec 1878

TABLE of the WORKHOUSE for the Week ending Saturday, the 14th day of May 1878.

NAME	AGE							SEX	RELIGION	OCCUPATION	REMARKS
	1	2	3	4	5	6	7				
James Tabor											
John Tabor											
...											

Poor law union archives are invaluable research tools for local historians and genealogists to exploit, covering the period from the famine through to independence. They provide information on the social and economic circumstances of each Poor Law Union and allow researchers to determine poverty levels, the spread of diseases and other valuable information on the social history of each Union.

Clare County Asylum Minute Book
from Our Lady's Hospital Archive.
Clare County Archives

MINUTES of Proceedings of the Board of Guardians, at a Meeting held on Friday, the 14th day of May 1878.

Present: Mr. James Tabor, Robert Small Esq.

Other Guardians:-

- Mr. John Tabor
- Mr. James Tabor
- John Tabor
- William Tabor
- John Tabor
- James Tabor
- John Tabor



MULLINGAR UNION--PORTER'S BO

DATE	NAME OF BOARDER OR VISITOR	RESIDENCE	TIME OF ENTRY	TIME OF DEPARTURE
1858	James Tabor	Residence of James Tabor	11 1/2 AM	5 1/2 PM
	John Tabor	with James Tabor	11 1/2 AM	5 1/2 PM
	John Tabor	gone out		11 1/2 AM 9 1/2 PM
	Pat Tabor	Compton	11 1/2 AM	5 1/2 PM
	John Tabor	at home	11 1/2 AM	5 1/2 PM
	James Tabor		11 1/2 AM	5 1/2 PM
	John Tabor	gone out		11 1/2 AM 5 1/2 PM
	John Tabor	at home	11 1/2 AM	5 1/2 PM
	James Tabor	at home	11 1/2 AM	5 1/2 PM

Extract from Porter's Book, Mullingar Union, 1858.
Westmeath County Archive

Rural District Councils

Rural district councils were established under the **Local Government (Ireland) Act, 1898**. They became responsible for the housing and rural sanitary functions of the boards of guardians who had been the sanitary authority in rural areas and also took over the roads and public works functions from the grand juries. The administration of housing was one of their main functions, with the acquisition and purchase of land for the erection of dwellings for agricultural labourers.

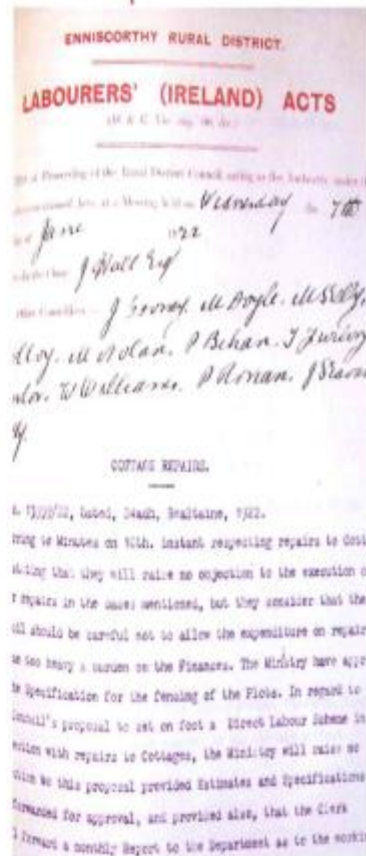
Rural district councils were also the sanitary authorities for rural areas. At each meeting of the rural district council, members heard reports from the medical officer of health for each health district. The sanitary work performed was recorded at each meeting and included the number of orders or notices to abate nuisances, to make connecting drains, or to perform other sanitary work. The number of prosecutions for neglect of orders or notices, and the number of convictions and amount of fines imposed by orders of Justices were also reported.

Each week the returns of duties performed by sanitary sub-officers were recorded. These reports showed the number of houses, yards and premises inspected, the number of houses, rooms or premises lime-washed, the number of people using the disinfecting chamber, the articles of clothing disinfected, the clothing and bedding destroyed by order of the sanitary authority, also including the signature of the sanitary sub-officer who witnessed the destruction.

Road maintenance and sanitary matters were transferred from rural district councils to county councils under the **Local Government Act, 1925** and the new sanitary duties were discharged through boards of health.

The main types of surviving series relating to rural district councils include minute books, registers, financial ledgers, housing agreements and rentals. There are also incidences of public health material and documentation regarding various works undertaken.

These archives are an important source for the local historian as they provide a rich insight into the operation of local government in the years after its inception.



Extract from Minute Book of Enniscorthy Rural District Council, 1922. Wexford County Archive

Bailinascoge Rural District Council Minute Books. Galway County Council Archives



FORM No. 24
LABOURERS (GENERAL) ACTS, 1947 to 1950



CERTIFICATE
OF
COMPLETION OF WORKS

To
The Local Authority
I certify that the work specified in this Certificate
has been completed in accordance with the plans
and specifications submitted to me for my approval
and in accordance with the provisions of the
Local Government Act, 1947 and the
Local Government (Amendment) Act, 1950

Certificate of Completion of Works,
Dundalk Rural District Council.
Louth Local Authorities
Archives Service

Boards of Health & Public Assistance

Following on the abolition of rural district councils under the Local Government Act, 1925, their sanitary and housing functions were afterwards discharged by the county councils through the county boards of health. The 1925 Act also obliged county councils to appoint medical officers of health to supervise public health functions. The boards of health had a wide range of responsibilities, from the supervision of homes, hospitals and dispensaries to housing, water and sewerage responsibilities in addition to home assistance, infectious diseases and the school medical service.

Most of the boards were abolished under the County Management Act, 1940, and the county councils, through their health and public assistance sections, took on their functions until the establishment of the health boards under the Health Act, 1970.

The archives of the boards of health and public assistance depict the development of the new public welfare system in the early 20th century. A significant amount of board of health archives contains sensitive information relating to the health and social conditions of named individuals and their families and will be subject to restricted access as a result.

YEAR ENDED 31st DECEMBER, 1933.

To/ The Chairman and Members of the
Cork County Tuberculosis Committee.

A. M. Keane Esq.,

I have the honour to present my Annual Report on the operation of the Tuberculosis Scheme, in respect of the Year ended 31st December, 1933.

The requirements of the Tuberculosis Notification Acts have been observed reasonably well during the year. Sanitary practitioners have co-operated in a satisfactory manner in the measures which are available under the Tuberculosis Scheme, for the prevention, diagnosis, and treatment of this disease.

A hospital accommodation for the advanced type of case has been provided through the medium of the new Institution located on the outskirts of the City, and administered by the Ben Secours Religious Community. This accommodation has been well availed of, and the importance of isolation of the advanced case frequently discovered to be living in an overcrowded and unhealthy dwelling, cannot be over emphasized, especially in the case of sputum-positive patients who constitute a danger to the community and particularly to children, and any later research to solve infection and provide the clinical cases met with in later adult life.

As in previous years a large percentage of the new cases dealt with, have come to notice only when the disease has been found to have reached a stage of considerable advance.

Extract from Annual Report of Chief Tuberculosis Officer to Cork County Tuberculosis Committee, 1933.
Cork Archives Institute

The main types of series that have survived include minute books, correspondence with the Department of Local Government, registers, financial ledgers, medical officer's report books, and boarding-out and home assistance material.

WEXFORD COUNTY TUBERCULOSIS COMMITTEE
MINUTE BOOK FOR THE YEAR ENDED 31st DECEMBER, 1934
BY THE CHIEF TUBERCULOSIS OFFICER AT THE COUNTY TUBERCULOSIS OFFICE, WEXFORD, COUNTY WEXFORD, 1934.

The following is a copy of the Minute Book of the Wexford Board of Health and Public Assistance for the year ended 31st December, 1934, as compiled by the Chief Tuberculosis Officer, Wexford County Tuberculosis Office, Wexford, County Wexford, 1934.

Extract from Minute Book for Wexford Board of Health and Public Assistance, 1934.
Wexford County Archive

Archives of existing local authorities

The archives of existing local authorities are quite voluminous and survive in varying degrees. Local authority bodies comprise county councils, corporations, borough corporations, borough councils, urban district councils and town commissioners (some of these bodies have recently been renamed). Below are listed the core services provided, which afford the researcher a unique insight into the workings of government at local level and its impact on local communities.

Housing

The housing function was a major political, social and public health issue in Ireland from the late 19th century. Under a series of Acts from 1883 to 1936, specifically designed to improve the living conditions of agricultural labourers and the working classes, local authorities throughout the country were involved in locating and compulsorily purchasing sites, building cottages and selecting individuals and families for housing. The **Housing of the Working Classes Act, 1890** was the first in a series of Acts authorising local authorities to build houses for workers and their families living and working in urban areas. The **1936 Labourers' Act** authorised local authorities to make schemes to allow tenants to purchase cottages for the first time. The **1966 Housing Act** consolidated all the previous housing legislation. The Local Government Board, Boards of Guardians, Rural and Urban District Councils, Board of Health & Public Assistance, County Councils and Corporations all played roles in the development of local authority housing from the late 19th century and the records of all these bodies reflect their roles.

As one of the principal activities of local authorities, housing archives tend to be quite voluminous. This is partially due to the long currency period of some material, in particular rented houses and cottages. The contents of these files include the original application for tenancy of a cottage or house; the monthly letting agreement; subsequent applications by tenants to purchase the rented house; the original purchase agreement where applicable, including the vesting orders; and correspondence on issues varying from rent arrears to tenant behaviour. Some files include notices to quit.

In order to build houses and cottages, local authorities needed to acquire land. Records include legal deeds and documents such as abstracts of title, declarations by individuals that they rent or own land, and contract documents, agreements and bonds. There are also tender forms, representations on behalf of labourers and their families, maps of land



Official opening of O'Malley Street Housing Scheme, Co. Offaly by S.T. O'Kelly, 1938.
Offaly County Archives

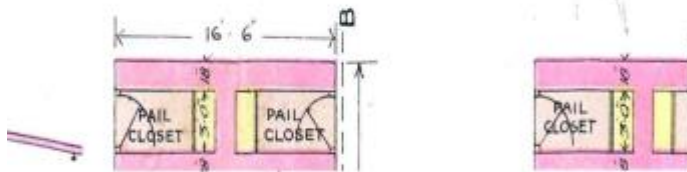
**DESIGN FOR
LABOURERS' COTTAGES**
(IN PAIRS OR RANGES)



FRONT ELEVATION

CROSS SECTION

GROUND FLOOR ON LINE A . E
FIRST .. ON .. C . I



Extract from design for
labourers cottage, Donegal,
Donegal Archives Service

compulsorily purchased, letters from landowners and others objecting to compulsory purchase, and District Council Inspectors' reports on the living conditions of workers who sought re-housing.

The records of the labourers' and workers' cottages include detailed plans of houses, often in colour, usually to a specific model drawn up by the Local Government Board.

Other important records include registers of compulsorily acquired lands, registers of labourers' cottages and detailed rentals.

The Boards of Guardians, in their capacity as the 'Rural Sanitary Authority' recorded specific minutes relating to the administration of the Labourers' Acts between the late 1880s and 1898. The transfer of sanitary services functions to the Rural District Councils under the **1898 Local Government Act** meant that the minutes of those bodies then began to record the administration of the Acts. The minutes of the meetings of the Board of Health & Public Assistance and the Board's abstracts of accounts and secretary's half-yearly statements document income and expenditure on housing. Since the abolition of the old Boards of Health in 1942, it is the current local authorities that have responsibility for housing.

Recent archives

More recent housing records include files on 'small farmers' houses, built under a section of the 1966 Act by which each local authority was permitted to erect a house for a 'small farmer' on his own land. Other records include detailed plans, specifications and engineer's reports on large housing estates, files on management, maintenance and improvement of local authority houses and estates, accommodation of travellers, files on grants for the disabled and others, specific purchase schemes, reports and assessments of housing needs in the local authority area, and priority lists of people in need of housing.

Because many of the rented housing files include confidential information about individuals, such as medical reports or financial situation, housing records are necessarily subject to restricted access.



Plan of labourers cottages,
Aglish, Co. Waterford.
Waterford County Archive Service



A County Council labourer's
cottage, Ballboy, c.1930.
Offaly County Archives



Rucky Hill (Dundalk to
Carrickmacross Road)
Road Improvement
Scheme, 1938.
Louth Local Authorities
Archives Service

Roads

The roads function is one of local government's earliest activities. As mentioned earlier, the maintenance and construction of roads and bridges was initially vested in the grand juries but their powers were transferred to the new county and district councils by the **Local Government (Ireland) Act, 1898**. Following the abolition of rural district councils in 1925, the responsibility for roads was given over to the county councils under the **Local Government Act, 1925**. The **Roads Act, 1993**, consolidated earlier legislation and was responsible for the establishment of the National Roads Authority and the classification of public roads.

Under the grand juries, road building was 'out-sourced' to local contractors who undertook to build a part of the road. Payment was made for this work by 'perch' or measure of the new road. The area of road building was subject to some corruption and some contractors were

known to undertake road works and receive payments despite the absence of any new road for the public. The local authorities that took over this function gradually ceased to operate on an out-sourcing basis and instead employed direct labour to carry out road building and maintenance works. These workers were known as 'gangers' and gangs of road workmen were employed for different areas of the local authority to build and maintain the roads under the supervision of a foreman. A feature of our landscape today tells the story of the early days of road building - the recesses visible on the roads were built in order to provide a space for the road workers to break down the stones to a uniform size for the road building projects.

During World War II, little work was carried out on the roads because of the shortage of materials and the roads sections of local authorities became involved in turf cutting projects.

Later advances in road building led to new methods and the use of tarmacadam and road machinery.

In recent times, most of the major road building schemes and maintenance programmes, particularly those carried out with the assistance of EU funding, are again 'out-sourced' to road contractors.

In addition to road works, the roads section and the workers were responsible for other engineering tasks such as bridge design and building, pier and harbour building, quarry blasting, coastal protection works and other construction projects. The section is also responsible, in conjunction with other national agencies, for other related areas such as road safety, including the gritting of roads and signage.

These archives contain all the background administrative and technical engineering information on this vital local authority function, and include maps, registers and files on archaeology, design, construction, maintenance and repair, acquisition, compensation, compulsory purchase, estimates and tender contracts, together with records relating to direct labour such as road worker's pay registers.



Rucky Hill (Dundalk to Carrickmacross Road) Road Improvement Scheme, 1938.
Louth Local Authorities Archives Service

Information Bulletin regarding the proposed National Planning Conference, 1943. Waterford County Archive Service

Planning

Planning is a core function of all local authorities with the exception of town commissioners. Town and urban authorities did carry out a measure of planning control, particularly in relation to sewers in towns and cities in an attempt to safeguard public health but rural areas had no real planning controls and those in urban areas were extremely limited. In 1933, a Town and Regional Planning bill was introduced which was enacted the following year as the **Town and Regional Planning Act, 1934**. The adoption of the Act was not compulsory and each individual local authority had to pass a resolution to adopt the Act and become a planning authority. This was a serious weakness in the Act as it meant that not all local authorities adopted it. In adopting the Act, local authorities were committing themselves to drawing up a planning scheme and in order to assist them in doing so, the Department of Local Government and Public Health issued *Model Clauses for Use in the Preparation of*

Schemes in December 1937. Local authorities experienced difficulties in drawing up their schemes, many of them failing to do so and in 1939, the Act was amended in the **Town and Regional Planning (Amendment) Act, 1939** which became law on 31 May 1939 in an effort to simplify the process.

The onset of the Second World War and the subsequent and continuing economic deprivation experienced in Ireland during the next twenty or so years meant that the Planning Act never developed beyond its first shaky steps. The improvement in economic conditions in the 1960s led to an increase in development and an increasingly urgent requirement for new planning legislation. The **Town and Regional Planning Act, 1934** was replaced by the **Planning Act, 1963**. This latter Act was enacted to promote development and also to introduce controls to development. However the lack of resources available to local authorities resulted in a concentration on the regulatory aspects of the

INFORMATION BULLETIN No. 1.

AUGUST, 1943

THE NATIONAL PLANNING CONFERENCE

3 LOWER ABBEY STREET, DUBLIN

Tel. 44210

ORGANISATION OF THE NATIONAL PLANNING EXHIBITION—1943

ORIGIN OF PROJECT

DURING the month of May informal conferences between representatives of urban, rural and town and county organisations discussed the possibility of directing public attention to the question of national, regional and local planning with special reference to post-war reconstruction.

As the outcome of these conferences it was decided to adopt the following statement, and to circulate it to bodies and individuals who might be disposed to participate in the organisation of a National Planning Exhibition in 1943.

STATEMENT ADOPTED

1. There is the need to prepare plans, on a combined national and local basis, for post-war reconstruction.
2. As a first and urgent step to that end it is proposed to organise an objective survey of facts and conditions as a basis for the preparation of a national development plan.
3. There is special need to review agricultural conditions in order to discover means by which the present serious depopulation of rural areas may be checked.
4. There are the facts that the Town and Regional Planning Act of 1934 has only been adopted by three County Councils; and that the "Regional" provisions of the Act have failed to produce even one Joint Planning Authority.
5. There also is the need to associate general town and countryside development with the efforts of the Government and local authorities to attract visitors to Irish health and pleasure resorts.
6. It is believed that the Government will be prepared to undertake an organised effort to develop a scheme

with the formation of a Provisional Council, with research and consultation, and with the general work of preparatory organisation—pending ratification by the Representative Conference in September.

PROGRESS

Subsequent developments of the Executive Committee's work include—

- (1) The constitution of a representative Provisional Council with Honorary Officers whose personnel is set out herewith.
- (2) The recruitment of a Research Committee who are now actively engaged on a wide survey of facts and data, on the essential foundations of planning proposals. (Some of the headings under which the work of survey proceeds are set out in the diagram on page 4).
- (3) The appointment of a Conference Committee to consult with organisations and public representatives on the questions of general planning organisation (such as are suggested by the annexed "Regional" map and diagram), and to arrange for a series of public lectures and conferences prior to, and in connection with, next year's Exhibition.
- (4) Arrangements made with a leading firm of publishers, for the production of an illustrated brochure, to be entitled "National Planning and Reconstruction," of which features will be articles by experts and a general synopsis of views on planning problems.

The Executive Committee now invites organisations and individuals who may be interested to intimate their support in the form of—

new planning legislation. One of the early concerns of the planning staff was the siting of houses on busy roads and the resulting danger to road safety. These and other considerations given to planning regulations can be studied in the planning records of local authorities. Under Section 38 (5) of the Planning Act, 2000 the archives of the planning section must be retained permanently in local authority archive services.

Archives created under the 1934 Act generally consist of case files relating to particular projects, ranging from minor alterations to premises to large-scale housing estates. The archives of the 1963 and later Acts document the planning and development roles of local authorities and include development plans, registers in relation to planning applications, maps and conservation reports, urban and town renewal schemes, and estate management. Planning applications are one of the most prolific series of archives in local authorities. These have developed over the years from the early files limited to short correspondence on applications to the current extensive files that include reports from various bodies on public health, conservation and environmental issues.

Letter from Keogh Nolan, Secretary, General Council of County Councils to Local Authorities requesting information on the difficulties in operating the implementation of Town and Regional Planning Act, 1934, (1936)
Waterford County Archive Service

2025 REARRANGED ARCHIVAL AND RELATED RECORDS,
(Department of Local Government and Public Health),

TRUST OF GREENS,
(Drogheda),

BLACK AND WHITE,
(Dublin).

Circular No. T. 24/36.
1936.

24th Oct., 1936.

A Dear Sir,

I am directed by the Minister for Local Government and Public Health to refer to this Department's Circular of the 16th ultimo (Ref. No. 5.12/36.L.G.H.(P)) forwarding a copy of the Model Clauses for use in the preparation of planning schemes published by the Minister in pursuance of section 23 of the Town and Regional Planning Act, 1934, and I am to draw special attention to the terms of Clause 23 dealing with restrictions on development along existing or proposed roads.

When formulating urban housing schemes Local Authorities should restrict as far as possible the building of houses in rows or terraces along traffic routes. In the case of labourers cottages sites should not be situated along roads carrying fast motor traffic. The main objections to this form of development are traffic dangers, expense in providing the essential sanitary services, and interference with the development of adjoining lands. Apart from the danger to children and pedestrian traffic generally the carrying out of road sidings may be rendered difficult and costly. In this connection attention is drawn to

Circular from Department of Local Government to Local Authorities with Guidance on the implementation of Town and Regional Planning Act, 1934.
Waterford County Archive Service

A Dear Sir,

The Executive Committee of the County Councils' General Council have under consideration the question of Regional and Town Planning for rural areas.

For the information of the Committee I have been directed to ascertain the views of County Secretaries, County Surveyors and County Medical Officers of Health on certain aspects of the problem.

Accordingly I enclose a form of questionnaire and shall be grateful if you will be so good as to let me have reply thereto if possible by the 31st inst.

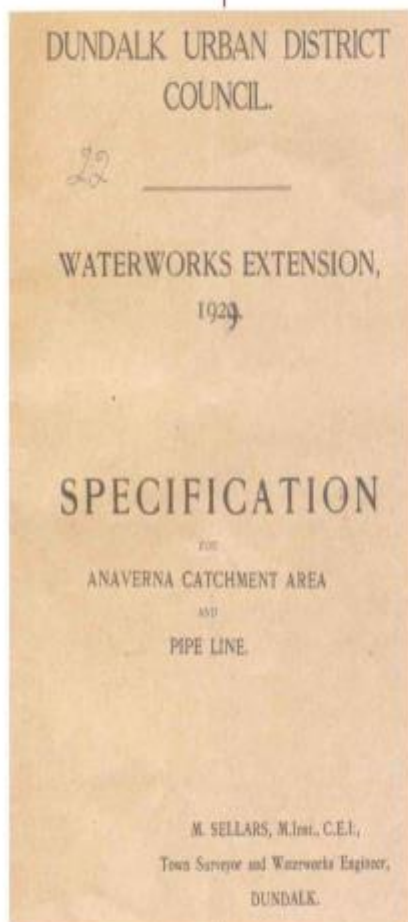
Should any matter not answered in the questionnaire, come to you as likely to be of guidance to the Committee your views thereon would be appreciated.

Yours, in case,

— Keogh Nolan.

Secretary.

To each
County Secretary,
County Surveyor,
County Medical Officer of Health.



Specification for Anaverna Catchment Area Waterworks Extension, 1929, Dundalk Urban District Council. Louth Local Authorities Archives Service

Sanitary Services

The sanitary and environmental services that we take for granted today are largely a product of the late 19th and 20th centuries. Prior to the introduction of the **Sanitary Services Act, 1878** some local landowners began the process of supplying water and other vital services to their properties in order to make desired improvements. However, as the 19th century progressed these services were increasingly taken over by local authorities.

In the case of urban authorities, work had begun in earlier years for the provision of water and sewerage services and the **Public Health (Ireland) Act, 1878** provided a further impetus and source of funding for these services. This Act introduced a number of provisions for improvement of people's living conditions, addressing water supply, sewerage, street cleaning, collection and disposal of refuse, burial grounds and abatement of nuisances. Their introduction and development had a profound impact on public health.

Urban and rural sanitary authorities were set up to administer the provisions of the 1878 Act. These sanitary authorities were organised around administrations already in existence. In many cases, the boards of guardians who were responsible for the workhouses became responsible for administering the Act and its subsequent revisions in 1890, 1896 and 1907. The town commissioners also acted as sanitary authorities under the Act. The rural district councils established under the **Local Government Act, 1898** became sanitary authorities for rural areas. The work of the sanitary authorities was overseen and directed by the Local Government Board for Ireland.

With the abolition of the board of guardians and the later abolition of the rural district councils under the **Local Government (Ireland) Act, 1925** the county, city and urban district councils became wholly responsible for the provision of sanitary services. They were responsible for implementing the sanitary services first introduced under the **Public Health (Ireland) Act, 1878**, its revisions and also the new provisions under the **Local Government (Sanitary Services) Acts of 1948, 1962 and 1964**.

The provision of water services, sewerage schemes, refuse collection, street cleaning, abatement of nuisances and the overseeing of burial grounds under these Acts played a very important role in the development of Irish society and industry. The work carried out by local authorities in providing ever increasing sanitary services meant that the dangerous outbreaks of diseases that characterised the centuries prior to their introduction became increasingly rare.

Water Supplies

The provision of clean water is a vital service and the connection between poor quality water and disease was abundantly clear during the 19th century. Local authorities concentrated first on providing clean water supplies to cities and towns but began expanding further and further into the countryside during the 1930s. Significant investments were made in the 1960s throughout Ireland to ensure that water supplies were available to the public.

In addition to providing public water supply schemes, local authorities also began a process of grants for individual and group water supply schemes to assist those living out beyond the reach of the public schemes to access clean water supplies.

The provision of water supply services, whether public or private, continues today and the records of the early water supply schemes stored in archive services are required when improving and developing current schemes.

Sewerage Schemes

Local authorities were also responsible for the provision of sewerage services in their administrative areas. Initially, sewerage schemes focused on the cities and towns where there was a high concentration of housing but soon spread out to the countryside. In order to provide sewerage services and water supply schemes, local authorities had to acquire lands or access to lands for the purpose of laying pipes and reaching mains. Compulsory purchase orders were introduced to allow them to acquire lands to provide services.

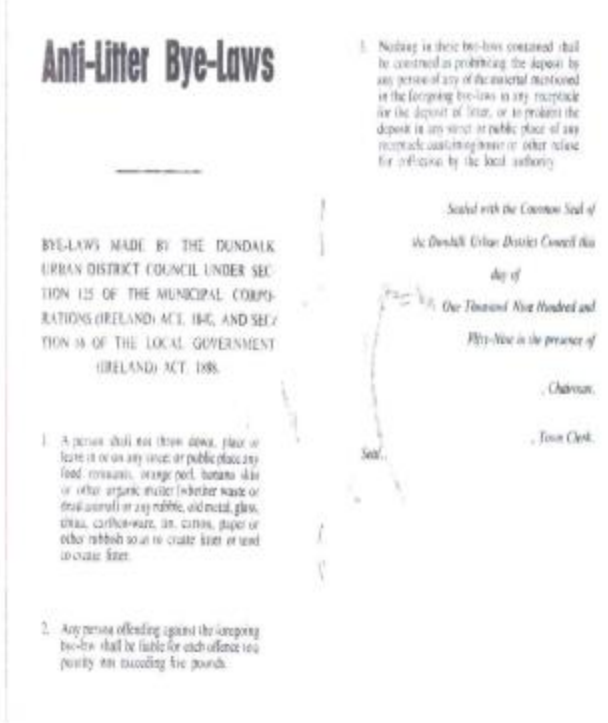
Under the **Local Government (Sanitary Services) Act, 1962** sanitary authorities could also compel the owner of any dwelling to connect to a water or sewerage system if the dwelling was not connected to a proper system, public or private.

Anti-Litter Bye-Laws,
Dundalk Urban District
Council, 1959
Louth Local Authorities
Archives Service

Street Cleaning and Refuse Collection and Disposal

Under the **Public Health (Ireland) Act, 1878** provisions were made for the collection of refuse in order to improve sanitary conditions and fight the spread of disease.

The process of refuse collection or scavenging has changed dramatically over the years. Initially, rubbish was collected with horse and cart and the service was limited to cities and towns. Those collecting rubbish were titled "scavengers" and the wages they were paid was sometimes referred to as "dirty money". Refuse collections have extended in more recent times and refuse trucks travel to many areas of the countryside collecting household waste.



Abatement of Nuisances

Nuisances were often the environmental dangers that occurred such as pollution and a lack of care by industry or individuals in the discharge of waste. Local authorities maintained registers of nuisances that covered a vast array of nuisances such as water pollution, noise pollution and disturbance of burials.

Care of Burial Grounds

Under the **Public Health (Ireland) Act, 1878** sanitary authorities became responsible for the care of burial grounds. It was no longer simply a matter for the parish but was subject to rules and guidelines set by the local sanitary authority working under the direction of the Local Government Board. These guidelines were introduced to ensure that burials were carried out at a sufficient depth so as not to cause a danger to public health.

In some cases the ownership of burial grounds was transferred directly from religious congregations such as the Representative Church Body and the Catholic Church to the boards of guardians, rural district councils and city, county or urban authorities. In other instances, the burial ground itself remained the property of the parish but was subject to the bye-laws laid down by the sanitary authority.

Local authorities employed caretakers to look after burial grounds and registrars were also employed to register burials in the graveyards. In the case of completed burial registers, many but not all of these have survived to form part of the collections of archive services.

In addition to operating burial grounds, local authorities were also responsible for the closure of burial grounds in cases where it was decided that the burial ground was overcrowded and presented a danger to public health. An order from the Minister for Local Government was required to close a burial ground and a public hearing was held before the closure to allow those who were the last surviving members of a family to make their claim to be buried in the family plot after the official closing of the burial ground.

Sanitary and Water Services today

Local authorities continue to maintain the services that were first introduced under the **Public Health Act, 1878**. Since that time such services have made a significant impact on the lives of the public and have greatly improved the standards of public health. Those first water supply and sewerage schemes have been expanded and developed throughout the country with the assistance of the European Union and new schemes have been undertaken to extend these services.

The records of these functions in the form of maps, plans, specifications, technical drawings, correspondence and reports allow researchers to carry out a detailed survey of the introduction and development of sanitary services in cities and counties throughout Ireland.

They also contain records of some of the earliest projects funded by the European Union in Ireland and allow researchers to investigate how the process has changed over the years. It is easy to underestimate the impact that the provision of water and sewerage services had on the lives and the health of the population but their records allow us a glimpse of just how significant a difference the work such services made in the life and work of people in Ireland.

Environment

Many of the environmental duties of the Sanitary Services section in local authorities increased dramatically over the years and it became necessary to establish a separate section for Environment. The environmental functions include waste management, litter management, safety of structures and places, fire protection and pollution control (air, water and noise). In particular, the significance of the waste management function expanded in the latter part of the 20th century with the growing recognition in the need to protect our environment. The principal legislation includes the Water Pollution Acts 1977-1990, Fire Services Act 1981, Air Pollution Act 1987, Environmental Protection Agency Act 1992, and the Waste Management Act 1996.

The archives include waste management plans, together with files on all functional matters such as those relating to the protection of natural waters and water quality, derelict sites, atmospheric pollution, noise pollution, and litter control and awareness, together with records relating to the development and management of the fire service, and the control and protection of bathing areas and water safety.

Extract from Waterford
Rate Book, 1907.
Waterford City Archives

Handwritten extract from the Waterford Rate Book, 1907. The table is titled 'COUNTY BOROUGH OF WATERFORD RATE BOOK. SOUTH WARD. Waterford Corporation Council.' and contains several rows of entries with handwritten names and addresses.

No.	Name	Address	Other
10	John J. O'Connell	10 St. John's St.	10
11	John J. O'Connell	11 St. John's St.	11
12	John J. O'Connell	12 St. John's St.	12
13	John J. O'Connell	13 St. John's St.	13
14	John J. O'Connell	14 St. John's St.	14
15	John J. O'Connell	15 St. John's St.	15
16	John J. O'Connell	16 St. John's St.	16
17	John J. O'Connell	17 St. John's St.	17
18	John J. O'Connell	18 St. John's St.	18
19	John J. O'Connell	19 St. John's St.	19
20	John J. O'Connell	20 St. John's St.	20

Finance

The work of local authorities would not be possible without their finance section. Much of its operations centre on accounting and banking activities, which have been governed centrally by legislation and Public Bodies Orders. Other core activities relate to the operation of the payroll, the payment of pensions and gratuities and the preparation of the draft estimate.

The finance section produced a large quantity of record material and its survival rate will vary from authority to authority. Because the finance department involves all sections of the local authority, its records are a rich and untapped resource for anyone interested in the development of local government

administration. These archives can reflect the broader financial status of the authority such as is documented in general ledgers, down to the more detailed information relating to daily interaction with the local economy through businesses and suppliers.

An important source of financial information in the period 1898-1944 is the finance committee minutes in which projected expenditure and recurring costs were discussed and payments authorised. The Council's general minutes will also contain discussions on financial matters, particularly in the period leading up to the preparation of the annual estimate.

Until the mid-1970s and the introduction of computerised systems, much of the records of the finance section were in bound form and included end of year accounts which were reconciled at the end of each volume. These include general ledgers, financial statement books receipts, financial statement books expenditure, receipts and expenditure ledgers, receipts ledgers and subsidiary account ledgers. In some instances these volumes will also have survived in draft form. Other important books of account include registers of insurances, loan charges accounts, register of mortgages, and the register of pensions.

Extract from Minutes of first meeting of Donegal County Council, 1899.
Donegal Archives Service

General Purposes & Management

The Local Government (Ireland) Act of 1898 established the basis of modern local government in the county, urban and rural district councils, essentially by absorbing the functions of the numerous predecessors into these three main bodies. The first elections to local councils were held in April 1899. Elections were held under a form of proportional representation, to owners or tenants (and their wives), of any land or premises with an annual rateable value of ten pounds. Women could stand for election as guardians and district councillors but could not stand for county or borough councils until 1911. The county councils became the main rating authority and were expected to make up the majority of their revenue in this way. However, as the years passed, the contribution sought from central government steadily increased. The Local Government Act of 1925 revised the system and abolished the rural district councils. It also gave the Minister for Local Government the powers to investigate the

County Council of the County of Donegal

*First Meeting held at Lifford on the
22nd April 1899 at 12 noon.*

Minutes of Proceedings.

*The following 36 Councillors signed the Roll
and sat at the Council:*

<i>James Boyce Esq JP</i>	<i>William Kelly Esq</i>
<i>John Edward Boyle Esq</i>	<i>James Magee Esq JP</i>
<i>John Bradley Esq JP</i>	<i>Robert McNamee Esq</i>
<i>John Byrne Esq</i>	<i>James Mc Lufferty Esq</i>
<i>Francis Callaghan Esq</i>	<i>Hugh Mc Lufferty Esq JP</i>
<i>John Cunningham Esq</i>	<i>Raymond Scott Esq</i>
<i>William Curran Esq JP</i>	<i>Edmund Keenan Esq</i>
<i>Ernest J. Condon</i>	<i>Thomas Keenan Esq</i>
<i>William Deady Esq JP</i>	<i>Patrick Mc Williams Esq</i>
<i>James Lambey Esq</i>	<i>John Mc Pherson Esq JP</i>

conduct of the councils and to dissolve them should this be deemed necessary to the public interest. Where a council was dissolved, the Minister had the power to appoint a Commissioner for a period of up to three years. By 1931, thirty six local authorities had been dissolved mainly due to political problems and financial difficulties.

The management system was first introduced in Cork under the **Cork City Management Act 1929**. It soon extended to Dublin city, Dun Laoghaire, Limerick and Waterford and in 1942 was extended to all the counties under the **County Management Act, 1940**.

The functions of the local authority were divided into two areas under the Management Acts. Members had 'reserved functions' as outlined under the section Elected Representatives, while the manager exercised the 'executive functions' within a policy framework laid down by the elected members. From the beginning, county and city managers were required by law to present details of the orders made by them to the members at each meeting



John Byrne, Chairman, Laois County Council, 1913-20.
Laois County Archive

The managers' orders are therefore of particular interest to the researcher offering a valuable insight into the workings of the local authority. Of even greater importance are the minutes of the meetings of the local authorities which show clearly the various policy decisions made by the elected members.

The traditional management structure of the local authority has changed. The position of Manager remains, but with the recent introduction of Better Local Government, the new management structure involves a new tier, that of directors of services, who have authority over functional areas such as roads, environment and corporate affairs. The General Purposes office dealt primarily with the administration of the council. It was an area traditionally under the County Secretary and therefore reflects a broad spectrum of the work

of the council. In many local authorities, General Purposes has come under the control of the Corporate Affairs section. Archives in this area afford an insight into how the council as a whole is run and include material relating to council meetings, standing orders and the administration of higher education grants, registers of electors, dog control and casual trading, although these functions can vary from local authority to local authority.



Clare County Council
Valuation List.
Clare County Archives

During the emergency—and that copies be forwarded to the Department of Finance, the Department of Local Government and Public Health and the Department of Industry and Commerce.”—Passed.

6884.—Galway Corporation:

Submitted application from Mrs. N. Lusk, Court-leppin, Galway, for increase in ground value.
No Order.

6885.—Mental Hospital, Ballinacree:

Submitted *Arthur's* report and audited abstracts of accounts for the half-year ended the 30th September, 1938, and the 31st March, 1939.
Order.—Noted.

6895.—Councillor J. J. Cavanagh proposed, Councillor Canning seconded:—“That the action of the British Government in allowing Mr. Coker Healy, a very prominent Nationalist M.P. of the Six Counties, deem violence to all the people of Eire as well as to the Nationalists and Catholics of the Six Counties and that we demand, through the Eire Commissioner in England, his immediate release and expatriation for the work and adventures caused him.”—Passed.

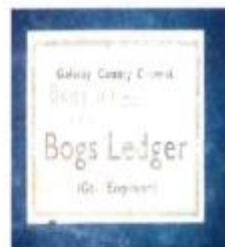
6897.—Councillor M. Quinn proposed, Councillor Canning seconded:—“That we, the members of the Galway County Council, are unanimously of the opinion that the statement of Mr. Dillon in *An Díol*, on the 16th July, 1941, did not express the opinion of even the smallest fraction of Irish opinion and that we reaffirm our stand behind the Government policy of neutrality.”—Passed.

*Withd, approved and confirmed
ay of August 1941*

Galway County Council Minutes supporting
neutrality, August 1941.
Galway County Council Archives



Clare County Council
Managers' Orders.
Clare County Archives



Galway County Council
Bogs Ledger 1947.
Galway County Council Archives

Emergency Services

The archives of emergency services date mainly to the latter part of the 20th century after the introduction of the Fire Brigades Act, 1940 and the Air Raid Precautions Act, 1939. However, some local authorities, particularly municipal authorities, have archives from fire fighting services established in the 19th century.

The Fire Brigades Act, 1940 imposed obligations on sanitary authorities in regard to fires and dangerous buildings. Records are held on fire occurrences, fire stations, staff in the fire service and the training of the fire brigade. Archives from the Fire Service also relate to their functions regarding emergency plans and pre-fire planning and other efforts at fire prevention. There are also records in relation to dangerous buildings and inspections of premises in relation to their compliance with fire safety regulations.

Fire brigades also issued cinema licences and dance licences, many of which are now held in archive services. These records include applications for the licence, correspondence, reports and recommendations from the fire service.

Many local archive services also hold archives relating to Civil Defence. This material dates from the introduction of the office in the late 1950s and includes records relating to fire, ambulance and rescue services, records of volunteers and the training of volunteers and reports on events and incidents attended by civil defence. The records also include emergency plans.

Motor Taxation

Motor taxation archives can be readily exploited by social and local historians for the history of the motor industry and transport at local level. The Motor Car Act, 1903, was the first Act under which motor vehicles were registered and licensed. It also provided for the issue of driving licences. The material records details about individuals, vehicles and vehicle ownership. Some of the records, particularly the registers, will be of especial interest to those with an interest in vintage and veteran cars. A large part of the collection can be exploited for statistical research.



*the illustration
shows a fireman
in uniform
with a cap
and a fire helmet
is shown below*

Dress Uniform for Firefighters from John Ireland & Sons Ltd, 1942. Waterford County Archive Service

Extract from Register of Registration and Licences for Road Vehicles, Wexford County Council, 1935. Wexford County Archive

REGISTER & P. 11	
WEXFORD COUNTY COUNCIL	
NAME	REGISTRATION NO.
Mr. J. J. O'Connell	12345
Mr. P. J. O'Connell	67890
Mr. T. J. O'Connell	11223
Mr. R. J. O'Connell	44556
Mr. S. J. O'Connell	77889
Mr. D. J. O'Connell	10112
Mr. G. J. O'Connell	13141
Mr. H. J. O'Connell	16171
Mr. K. J. O'Connell	19201
Mr. L. J. O'Connell	22231
Mr. M. J. O'Connell	25261
Mr. N. J. O'Connell	28291
Mr. O. J. O'Connell	31321
Mr. P. J. O'Connell	34351
Mr. Q. J. O'Connell	37381
Mr. R. J. O'Connell	40411
Mr. S. J. O'Connell	43441
Mr. T. J. O'Connell	46471
Mr. U. J. O'Connell	49501
Mr. V. J. O'Connell	52531
Mr. W. J. O'Connell	55561
Mr. X. J. O'Connell	58591
Mr. Y. J. O'Connell	61621
Mr. Z. J. O'Connell	64651

The main series comprise registers, files relating to driving licences and tax renewals, day books and financial records.

Amenities, Recreation and Cultural Services

The library service is one of the main cultural activities of local authorities. Libraries are built, stocked, staffed and maintained by county councils and county borough corporations. An Chomhairle Leabharlanna (The Library Council), acts in an advisory capacity and assists in the planning and running of the service. The Local Government Act, 1994 has repealed much of the legislation covering this aspect of local authority activities.

Archives in this area include minutes from the Rural Library Committee and from the Library Committee. There are also correspondence files, files relating to the primary schools scheme and files concerning administration of the branch libraries.

In addition to the provision of library services, cultural services have in recent years expanded to include the provision of museums, archives and arts services. These bodies generate records that will represent the cultural development of local authorities in the future. Local authorities are also actively involved in the provision, maintenance and management of amenities such as swimming pools, playgrounds and pitches, and parks and woodlands. Records relating to these activities are included in local authority archive services.

Legal

Legal archives can be found extensively throughout the services of local authorities. These archives are undoubtedly of high importance as they contain information about the establishment, organisation, functions and policies of local authorities. Therefore, they will interest a wide variety of researchers. In their period of currency, these archives would have been the 'vital records' of the local authority.

In the first instance, legal archives include a variety of statutes, which contain the requirements of local authorities for holding and conducting meetings. In addition to the statutes are standing orders, which are a set of rules adopted at local level to govern the meetings and proceedings of the local authority. Standing orders include matters such as meetings, notices of meetings/agendas, minutes, notices of motions, records of attendance, orders of business (managers orders), election of committees, deputations, voting,

Ardee Town Commissioners
Bond, 1898.
Louth Local Authorities
Archives Service



Committees (SPCs), mirroring the major functions of the local authority. Committee members are drawn from the elected representatives and from external bodies with a specialist knowledge of the business undertaken by the SPC. The Committees are designed to enhance the role of councillors and to enable them become more involved in policy making. A director of services for the relevant service supports each Committee.

The classes of record which are created for and by the elected representatives in the course of carrying out their business are as follows:

- ◆ Standing Orders which set down how meetings of the county or city council are to be run
- ◆ Bye-Laws which set down rules for the good governance of the county or city, e.g. **Waterford County Council (Parks & Open Spaces) Bye-Laws 2002, or Cork (County Borough) Disc Parking Areas Bye-Laws 1998**
- ◆ Minutes of meetings of the County or City Council. These are vital records which set down the transactions of the Council. Signed copies of these minutes, bearing the signature of the Cathaoirleach or [Lord] Mayor and the signature of the County or City Manager, are legally binding records and may be produced as evidence in a court of law.
- ◆ Minutes of meetings of committees, sub-committees or Strategic Policy Committees of the County or City Council.
- ◆ Reports prepared either by a committee, by management or by consultants, for consideration by the County or City Council, or by any of its committees.



Design for a house on the corner of North Earl St. and Sackville St. Dublin, by Patrick Byrne. Architectural drawing from the Wide Streets Commission, c. 1824. Dublin City Archives

Archives of urban authorities

Whereas County Councils were only established in 1899, urban local authorities ('Corporations') have a much longer history in Ireland. These authorities vary in size, if not significance, from the 5 royal boroughs (Dublin, Cork, Limerick, Waterford and Galway) to smaller settlements that were granted a charter by a local magnate or by royal authority. In theory at least corporate status meant that a settlement had rights, privileges and independence from the control of local magnates.

Corporations were elected by extremely limited franchises, usually based on property ownership or 'Freedom' status. Some were in effect 'Rotten Boroughs' with an extremely small electorate. Many of these boroughs would have possessed the right to return one or more members to Parliament, originally in Dublin and later at Westminster. Most of the older Corporations were dissolved under the Municipal Reform Act, Ireland, 1840 (3 & 4 Vic. Cap 108).

The 19th century saw the establishment of 2 further types of urban local authority, the Urban District Council and the Town Commission. The records produced by such authorities would be similar to those produced by County Councils.

As the 19th century progressed, urban local authorities were frequently given further powers and responsibilities, often on a quite ad hoc basis. Such responsibilities included sanitation, public health, street maintenance and public lighting.

Record Types:

In addition to the more standard record types listed for other local authorities, urban authorities created or held at least some of the following:

1. Charters

A charter is a document issued by a monarch, legislative body, or other authority (including a local magnate) granting property, rights or privileges to a person or group. They were very important documents as they formed the basis for many of the rights, privileges and sources of income for a corporate body. Typically a Royal Charter for a city would detail the form of self-government granted to the city, the local taxes that the corporate body could collect and the number and times of fairs that could be held each year. Charters were frequently re-issued or confirmed by subsequent rulers. In many cases there was a gradual (almost

organic) growth in the privileges granted by the charters for example, Kilkenny's first charter was issued by William, Earl Marshall in 1208. This was confirmed by Richard II in 1399 and the city received a new royal charter in 1609.

The survival rate for charters is good because of the fact that they formed the foundation for the town or city's privileges. For example:

- ◆ Dublin City Archive holds 102 Royal Charters issued to the city from 1172
- ◆ Waterford City has 20 Royal Charters dating back to 1449
(with transcripts of earlier charters back to 1215)
- ◆ Cork's charters begin in 1185

Charters for extinct borough corporations are rarer, but some do exist. An extreme example is the fact that copies of some of the charters for Askeaton, Co. Limerick, are to be found in the National Library of Wales!

2. Minute Books

Minute books are the records of the decisions of a corporate body. In terms of urban archives they are only exceeded in importance by charters. This would also include minute books for various commissions, committees (often ad hoc in nature) and bodies whose functions were at some time subsumed into the general business of the corporation.

For the Royal Boroughs the situation is as follows:

- ◆ Dublin City Archives holds a series of Assembly Rolls, inscribed on parchment, which record the minutes of the Dublin City Assembly (a forerunner of today's City Council) from 1447 to 1841.
- ◆ Cork 1710-32, but mainly 1870 onwards
- ◆ Limerick from 1841
- ◆ Galway 1485 onwards
- ◆ Waterford from 1656

Again, minute books for extinct corporations may not always have survived, but some certainly do.

3. Medieval volumes / Compendia

To allow rights to be successfully claimed or defended, many corporate bodies would have maintained a volume, or volumes, into which charters, minutes, bye-laws, leases and other relevant documents were copied. Such a volume would have provided a first port of call in the event that a right, duty, tax or other matter was called into question. In many cases the material copied is now the only source if the original document no longer survives. Two surviving examples of such works are the Chain Book of Dublin, and Waterford's Liber Antiquissimus ("Great Parchment Book").



Application for admission to the Freedom of Waterford City, William Thompson, 1769. Waterford City Archives

4. Information on Freedoms

To be admitted "Free" to a borough meant that a person was entitled to the full rights of a citizen of the town. The principal rights of Freemen were the franchise, the right to stand for election to the corporate body and exemption from specified local taxation. Up to the seventeenth century, the Freeman would also have been expected to do military service as part of the boroughs' "Trained Bands". In theory at least admission to the Freedom was usually by birth, apprenticeship or marriage, but in most cases the Freedom could be purchased or was granted to large numbers of non-residents. In fact the 1840 Act specifically banned the sale of Freedoms. The Freedom lost much of its political and economic power in the nineteenth century with the reform of municipal government and the slow widening of the franchise.

The type of records created included Freedom Registers/Rolls and petitions for admission to the Freedom.

5. Voter Rolls / "Burgess Lists"

The Municipal Reform Act, Ireland specifically stated that each borough should keep a list of all those entitled to vote. However in many cases this had been done prior to the Act (sometimes in the form of a Freedom Register). The survival rate for such lists is patchy.

6. Estate documentation-leases etc.

Corporations, by their very nature, were often substantial landowners, not necessarily within the city boundaries or their immediate environs. They also frequently would have held the title farm for parishes in or near the borough, especially after the Reformation. Again, documentation was retained because it was essential to protect rights and income.

The types of records generated for corporate estates would have included:

- ◆ Leases
- ◆ Lease registers
- ◆ Estate rentals (or “Langables”)
- ◆ Estate Maps
- ◆ Tithe applotment books and other tithe records

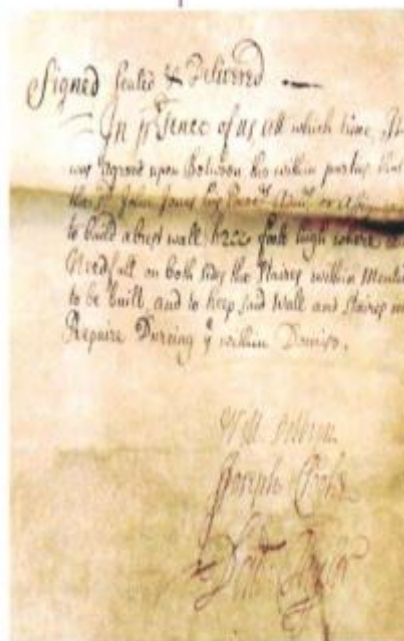
7. Records of Commissions

In the absence of specific powers within boroughs or the absence of a town authority, inhabitants could petition Parliament for a private act to establish a commission to deal with specific matters of public importance. For example, Dublin, Cork, Limerick and Waterford all had Wide Street Commissions in the eighteenth or nineteenth centuries. In 1828 an act allowed any borough to establish such Town Commissioners to provide basic civic services. The functions carried out by such Commissions were usually later subsumed by the local authority.

The types of records created by such Commissions would have included:

- ◆ Minute Books
- ◆ Accounts
- ◆ Legal material relating to purchase of property for street development
- ◆ Maps, plans and designs

See Bibliography for websites relating to some of the above holdings. See also introductory essay ‘The significance of local authority archives’.



Endorsement on lease by Waterford Corporation to John Jones, Gent, of part of city wall adjoining Reginald's Tower, 1717. Waterford City Archives



Cover of Wexford Harbour Commissioners' Minute Book 1913.
Wexford County Archive

Archives of harbour authorities

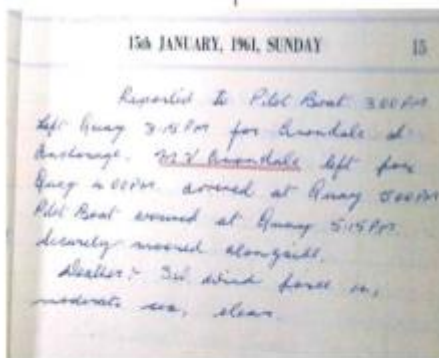
Harbour authorities traditionally comprised representatives appointed by local bodies that included county borough corporations and certain county, borough and urban district councils. The Department of Communications, Marine and Natural Resources now administers harbour legislation. Relevant acts include the Harbours Acts of 1946, 1976 and 1996. The 1946 Act provided a new legal basis for harbour authorities in the control, operation and development of the specified harbours. However, the Act did not apply to the state harbours of Howth, Dun Laoghaire and Dunmore East which remained under the control of the Commissioners of Public Works, while a number of smaller harbours, piers and quays remained under county council control.

The main responsibility of harbour authorities is to provide facilities for vessels arriving at the port and for discharging and loading cargoes. Revenues are derived from rates levied in respect of tonnage, goods and services.

Extant harbour authority archives are usually still in the custody of those authorities, many harbour authorities now operating as private limited companies under the Harbours Act, 1996 which repealed all earlier legislation. However, some collections have been acquired by archive services and are available to researchers.

Archival series include harbour commissioners' minute books, abstracts of commissioners' accounts, registers of dues, pilotage records, pilot boat diaries and arrivals and sailings records.

Extract from Wexford Harbour Commissioners' Pilot's Diary, 1961.
Wexford County Archive



Extract from Wexford Harbour
Commissioners' Arrivals &
Sailings Book, 1914.
Wexford County Archive

Name of Vessel	Arrival	Departure
W. J. O'Connell	10:00 AM	11:00 AM
M. J. O'Connell	11:00 AM	12:00 PM
D. J. O'Connell	12:00 PM	1:00 PM
B. J. O'Connell	1:00 PM	2:00 PM
C. J. O'Connell	2:00 PM	3:00 PM
E. J. O'Connell	3:00 PM	4:00 PM
F. J. O'Connell	4:00 PM	5:00 PM
G. J. O'Connell	5:00 PM	6:00 PM
H. J. O'Connell	6:00 PM	7:00 PM
I. J. O'Connell	7:00 PM	8:00 PM
J. J. O'Connell	8:00 PM	9:00 PM
K. J. O'Connell	9:00 PM	10:00 PM
L. J. O'Connell	10:00 PM	11:00 PM
M. J. O'Connell	11:00 PM	12:00 AM

Archives of private origin

Local authority archive services are not solely custodians of the archives of local authority bodies in their area. They also maintain an active policy of acquiring original materials to expand and enrich their holdings. Perhaps some of the most valuable sources of local history in a community are private collections of individuals and other bodies. In some cases these collections were acquired by the county library service and are retained as their holdings or have been transferred to the archive.

The majority of acquisitions of private origin constitute donations and bequests. Many local archive services have a written acquisition policy that outlines the types of materials the archive is interested in acquiring.

Private collections can encompass a wide range of materials including:

- estate papers
- hospital records
- archives of private individuals
- records of local societies and businesses
- school records
- oral history recordings

Solicitors' collections in particular constitute a rich resource, as they are abundant in names, with documents ranging from property records, marriage settlements and wills to personal correspondence. When abstracted and processed, these collections provide a unique insight into people's lives and preoccupations and are a vital resource in preserving the collective memory of a city or county.

If you have material that you wish to donate to the county archive in your area or know of material at risk, and would like to see it preserved, you should contact your local archivist to discuss terms and conditions of deposit.

Your local archivist can also offer advice on preserving your family archives in the home, including advice on the use of suitable storage materials to enhance the long-term preservation of your collection.



Diary of Brother Kevin's pilgrimage to Our Lady's Island, 1922.
Wexford County Archive

Map of Enniscorthy and Vinegar Hill, referring to positions of insurgents in 1798.
Wexford County Archive



Appendix 1

List of Local Authority Archive Services

The following list has been restricted to those counties that currently employ a local authority archivist. As such, the information detailed below may be subject to change.

Clare County Archives,

Clare County Council,
New Road, Ennis, Co. Clare.
Telephone: (065) 684 6414
E-mail: archivesrecords@clarecoo.ie
Web: www.clare.ie

Cork Archives Institute,

Christ Church, South Main Street,
Cork.
Telephone: (021) 4277 809
E-mail: cai@indigo.ie
Web: www.corkcorp.ie

Donegal Archives Service,

Donegal County Council,
Three Rivers Centre, Lifford,
Co. Donegal.
Telephone: (074) 917 2490
E-mail: archivist@donegalcoo.ie
Web: www.donegal.ie

Dublin City Archives,

c/o Dublin City Library & Archive,
138-144 Pearse Street,
Dublin 2.
Telephone: (01) 674 4800
E-mail: cityarchives@dublincity.ie
Web: www.iol.ie/dublincitylibrary/archives.htm

Fingal County Archive,

11 Parnell Place, Dublin 1.
Telephone: (01) 872 7968
Email: fincolib@iol.ie
Web: www.iol.ie/~fincolib/archives.htm

Galway City Council Archives,

Galway City Council,
City Hall, College Road,
Galway.
Telephone: (091) 536 835
Email: archivist@galwaycity.ie
Web: www.galwaycity.ie

Galway County Council Archives,

c/o Galway County Library,
Island House, Cathedral Square, Galway.
Telephone: (091) 562 471
E-mail: archivist@galwaycoo.ie
Web: www.galway.ie

Kerry County Archive,

c/o Kerry County Library HQ,
Moyderwell, Tralee,
Co. Kerry
Telephone: (066) 712 1200
E-mail: archivist@kerrycolib.ie
Web: www.kerrycoo.ie

Laois County Archive,

c/o Library Headquarters,
Aras an Chontae,
Portlaoise, Co. Laois.
Telephone: (0502) 64000
Email: archivist@laoiscoo.ie
Web: www.laoiscoo.ie

**Limerick City and
County Archives,**

58 O'Connell Street, Limerick.
Telephone: (061) 496526
Email: archivist@limerickcoco.ie
Web: www.limerickcoco.ie and
www.limerickcorp.ie

Longford County Archive,

c/o Longford Branch Library,
Town Centre, Longford.
Telephone: (043) 41125
Email: archivist@longfordcoco.ie
Web: www.longfordcoco.ie

**Louth Local Authorities
Archives Service,**

Old Gaol, Ardee Road,
Dundalk, Co. Louth.
Telephone: (042) 933 9387
Email: archive@louthcoco.ie
Web: www.louthcoco.ie

Offaly County Archives,

Offaly County Library,
O'Connor Square,
Tullamore, Co. Offaly.
Telephone: (0506) 46834
Email: archivist@offalycoco.ie
Web: www.offalycoco.ie

**South Tipperary Archives
Service,**

South Tipperary County Council,
County Hall, Emmett Street,
Clonmel, Co. Tipperary.
Telephone: (052) 34565
Email: archives@southtippecoco.ie
Web: www.southtippecoco.ie

Waterford City Archives,

City Hall, Waterford.
Telephone: (051) 843123
Email: archivist@waterfordcity.ie
Web: www.waterfordcity.ie

**Waterford County
Archive Service,**

Dungarvan Library, Davitt's Quay,
Dungarvan, Co. Waterford.
Telephone: (058) 23673
Email: archivist@waterfordcoco.ie
Web: www.waterfordcounty.ie

Westmeath County Archive,

c/o Westmeath County Library
Headquarters, Dublin Road,
Mullingar, Co. Westmeath.
Telephone: (044) 40781
Email: archivist@westmeathcoco.ie
Web: www.westmeathcoco.ie

Wexford County Archive,

c/o Wexford Library Headquarters,
Ardeavan, Co. Wexford.
Telephone: (053) 24922
Email: archivist@wexfordcoco.ie
Web: www.wexford.ie

Appendix 2

Local Authority Archivists Group

Mission Statement

The Local Authority Archivists' Group exists to promote the care and preservation of local archives and the development of local authority archive services, and to facilitate the development and practice of good records management systems by local authorities. The Group acts as a professional discussion group and as a representative platform for local authority archivists/records managers.

Members of the Local Authority Archivists' Group 2003

A number of archivists are employed by two local authorities and details have been given in that format, e.g. Galway City and County; Laois/Offaly County Councils; Limerick City and County; Longford/Westmeath County Councils.

Clare County Archives	Róisín Berry
Cork Archives Institute	Brian McGee; Timmy O'Connor
Donegal Archives Service	Niamh Brennan
Dublin City Archives	Mary Clark; Olivia McCormack
Fingal County Archive	Patricia McCarthy
Galway City Council Archives and Galway County Council Archives	Patria McWalter
Kerry County Archive	Michael Lynch
Laois County Archive & Offaly County Archive	Mary Fitzpatrick
Limerick City & County Archives	Jacqui Hayes
Longford County Archive & Westmeath County Archive	Martin Morris
Louth Local Authorities Archives Service	Lorraine Buchanan
South Tipperary Archives Service	Róisín Treacy
Waterford City Archives	Donal Moore
Waterford County Archive Service	Joanne Rothwell
Wexford County Archive	Gráinne Doran

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- Martin, G. H. and McIntyre, Sylvia, *A bibliography of British and Irish municipal history* (Leicester, 1972)
- Roche, Desmond, *Local government in Ireland* (1982)
- Waterford Corporation, *The royal charters of Waterford* (Waterford, 1992)

The following website addresses were sourced in the section

Archives of Urban Authorities

Cork Archives Institute, Christ Church, South Main Street, Cork
www.corkcorp.ie/facilities/facilities_archive.html

James Hardiman Library Archives Service, National University of Ireland, Galway
www.library.nuigalway.ie/resources/archives/index.html

Other useful website addresses


National Archives of Ireland: www.nationalarchives.ie

Society of Archivists, Ireland: www.archives.org.uk/regions/ireland.asp

The Irish Society for Archives: www.nod.ie/archives/isa/isa-index.html




Additional accommodation for the advanced type of case has been provided through the medium of the new Institution located on the outskirts of the City, and administered by the Bon Secours Religious Community. This accommodation has been well availed of, and the importance of isolation of the advanced case frequently discovered to be living in an overcrowded and unhealthy dwelling, cannot be over emphasized, especially in the case of sputum-positive patients who constitute a danger to the community and particularly to children, who may later succumb to active





Local Authority Archives in Ireland

In producing this publication with the assistance of The Heritage Council, the Local Authority Archivists' Group aims to ensure that the existence and potential value of local authority archives in Ireland are fully realised as primary source materials for the study of local government.

SUPPORTED BY THE HERITAGE COUNCIL



LE CÉLÉBRE AN CHOMHAILE OMBODACHTIA

MINUTE BOOK NO 1 R. D. C. NO 9

MINUTE BOOK NO 1 R. D. C. NO 10

二、愛爾蘭都柏林大學學院檔案館



WELCOME

UCD Archives' core function is the curatorship of the archives of the University and the significant institutions which predated its foundation; of those outstanding collections of private papers and institutional archives acquired and preserved to help document the foundation and development of modern Ireland; and of many elements of the Franciscan manuscript patrimony.

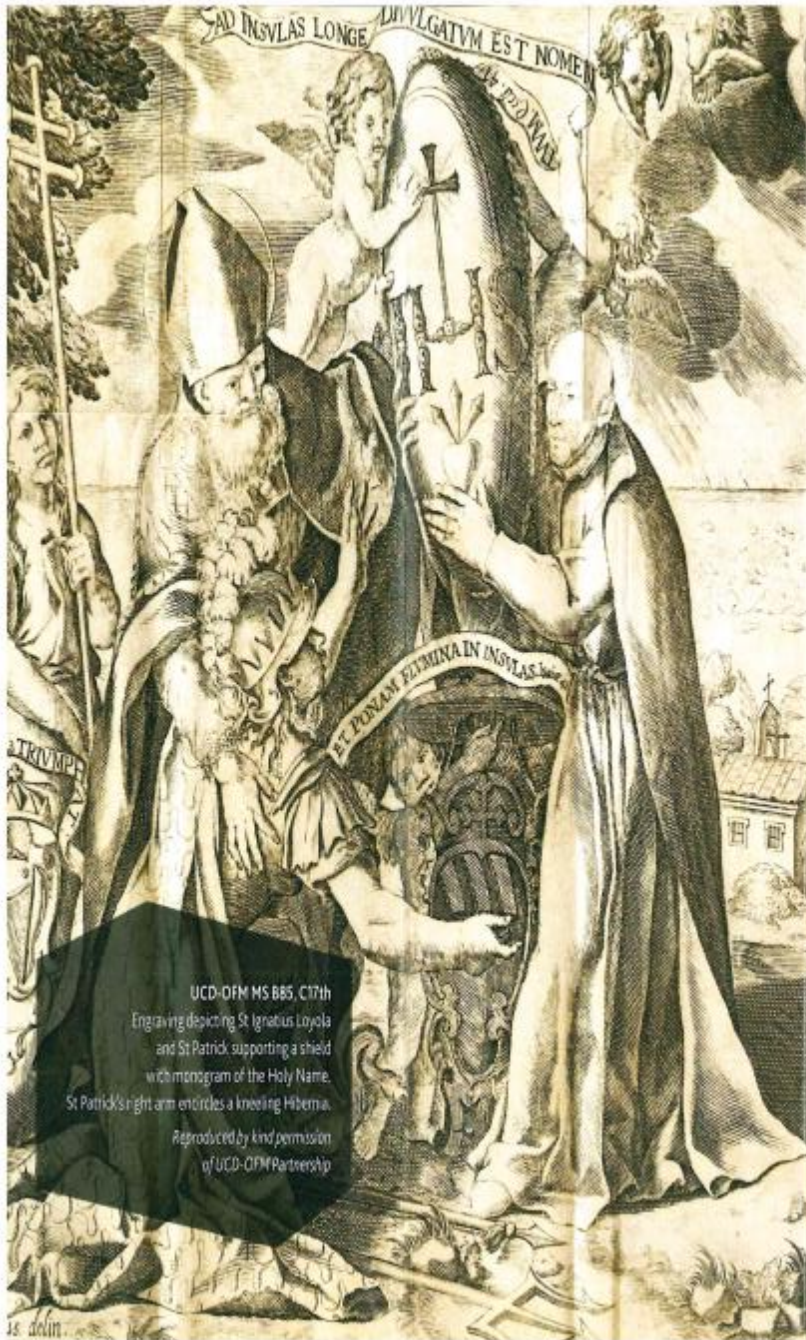
Researchers will find a list of all collections available for consultation on our website under 'Collections'. Our Reading Room policies and procedures are also available online under 'Planning Your Visit' as is information concerning collection availability, access and the provision and requesting of copies.

All researchers must have a current reader's card and an appointment (as our reading room is very small). A reader's card will be issued on a researcher's initial visit after the completion of a simple registration procedure.

Royal College of Science for Ireland
UCDA RCS1/245, 1923
Metallurgical Laboratory, Merrion Street

UNIVERSITY COLLEGE
UNIVERSITY
ARCHIVE SERVICE

Formalised within UCD Archives in 1997, the UAS acquires the significant administrative archives of the University and the significant institutions which predated its foundation, including the Catholic University of Ireland, Royal College of Science and Museum of Irish Industry. It actively seeks to acquire the archives of student and staff societies, clubs and associations.



UCD-OFM MS B85, C17th
Engraving depicting St Ignatius Loyola
and St Patrick supporting a shield
with monogram of the Holy Name.
St Patrick's right arm encircles a kneeling Hibernian.
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of UCD-OFM Partnership

FRANCISCAN MANUSCRIPTS

As part of the unique relationship between UCD and the Irish Franciscans, UCD Archives curates many elements of the Franciscan manuscript patrimony. This process began with the transfer of the immensely significant collections of non-Franciscan private paper collections in 1997 (including the papers of Eamon de Valera, Kathleen O'Connell, Seán MacEoin and George Gavan Duffy).

The establishment of the Micheál Ó Cléirigh Institute for the Study of Irish History and Civilization in 2000 as the major component of the UCD-OFM Partnership, initiated the transfer to UCD Archives from the Franciscan Library Killiney of the major series of medieval and early modern manuscripts. Four series of manuscripts have been wholly or partially transferred to date:

- A MSS: Irish language manuscripts
- B MSS: manuscripts in languages other than Irish
- C MSS: official and quasi-official letters and papers relating to the Irish Franciscans
- D MSS: letters and papers of the Irish Franciscans in the seventeenth century

DEPOSITED COLLECTIONS

UCD Archives specialises in the acquisition of private paper collections associated with the history and development of the modern Irish state. It now preserves the papers of a great many Irish public figures including members of government and the judiciary, presidents and European Union Commissioners. These are complemented by the papers of members and former members of university staff, many of whom have served in high public office.

UCD Archives also acquires the records of significant organisations such as political parties, trades unions, professional and cultural associations and sporting bodies. These collections constitute an essential resource for research into twentieth century Irish history, politics and culture.

UCD Archives pursues an active acquisitions policy in seeking to preserve the papers and archives of contemporary public figures and bodies.

reprimand

SECRET.

W.D. 4.35 pm.

Rt. Hon. General Maxwell

*1756 cypher on behalf of Mrs Pe.
has asked that she may be given the two
interment in ground that has been consecrated A.A.
no serious objections the Prime Minister is of opinion
request should be granted A.A.A. If the request is
should be on condition that the funeral be absolutely
demonstration to be permitted of
which is taken by you.*

*Received 5.40 pm
G. H.*

Papers of Eamon de Valera
UCDA P150/512, 25 May 1916
Copy of cypher message between the
War Office and General Maxwell concerning
Mrs Pease's request to be given her two sons'
bodies for burial in consecrated ground.
Reproduced by kind permission of
UCD-OPM Partnership

PROEMIAL

四、愛爾蘭國家圖書館



< web archive >

A Record of the Online Life of Ireland

The National Library of Ireland has been collecting and archiving the Irish web since 2011. Browse online records of the political, social, cultural and creative life of Ireland and the Irish people. These archived websites are available to view by anyone, anywhere in the world.

FREE AND EASY TO USE

ACCESS ONLINE FROM ANYWHERE IN THE WORLD



http://www.nli.ie/en/web_archive.aspx



#NLIwebarchive

Taifead ar Shaol ar Líne na hÉireann

Tá Leabharlann Náisiúnta na hÉireann ag bailiú agus ag cartlannú suíomhanna Gréasáin Éireannacha ón mbliain 2011 i leith. Brabhsáil taifid ar líne ar shaol polaitiúil, sóisialta, cultúrtha agus cruthaitheach na hÉireann agus mhuintir na hÉireann. Is féidir le duine ar bith áit ar bith ar domhan amharc ar na suíomhanna Gréasáin cartlannaithe sin.

SAOR IN AISCE AGUS FURASTA LE HÚSÁID

ROCHTAIN AR LÍNE Ó ÁIT AR BITH AR DOMHAN



http://www.nli.ie/ga/web_archive.aspx



#NLIwebarchive

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