

Towards Policies for Ireland's Heritage

The Provision of Genealogical Services in Ireland

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Foreword

The origins of this report, *The Provision of Genealogical Services in Ireland*, lie in the legislative context within which the Heritage Council operates. Under the provisions of the Heritage Act, 1995, the functions of the Heritage Council are defined as proposing policies for the 'identification, protection, preservation and enhancement of national heritage, including heritage objects'... part 1, section 2 of the act defines heritage objects as 'objects over 25 years old which are works of art or industry (including books, documents and other records, including genealogical records) of cultural interest.' In October 1996, the Minister for Arts, Culture and the Gaeltacht, requested that the Heritage Council examine how genealogical resources can be best developed. Accordingly, this report was commissioned by the Council and presented to the Minister in November 1998.

In preparing this report, the Council was conscious that in recent decades new trends have started in the practice of history and genealogy. Changes in legislation and increased access to source material means that genealogical study is not restricted to the compilation of family pedigrees or a hobby engaged in by the interested few. Many people, particularly those whose early lives were fractured through adoption or family displacement in some form or another, are turning to genealogical sources in an attempt to define their past.

The Heritage Council takes the view that any study of the provision of genealogical services in Ireland today must recognise that the proposed service adopts inclusive policies. It should consider all citizens, emigrés and their descendants within a modern effective framework in line with international professional and technological developments in the field.

The recommendations contained in this report are based on the premise that any development in the provision of genealogical services in Ireland stems firstly from the needs of the user and secondly the requirements presented by the records and their preservation. Supporting the recommendations is an examination of genealogical services provision overseas. Experiences overseas indicate the e-commerce potential of genealogical services provided over the Internet. This demands further examination within an Irish framework.

The report outlines in detail a way forward for the provision of an effective genealogical service to local and international users in the context of the changing information society.

Freda Rountree

Chairperson
THE HERITAGE COUNCIL

February 2000

Preface

Shifts in perceptions about the past have encouraged people to undertake genealogical research and to learn about their origins. Increased access to source material and a growing sense of inclusiveness rather than exclusiveness by custodians of records has opened new paths for those who wish to follow them. Nowadays genealogical study is neither restricted to aristocratic family pedigrees nor a hobby engaged in by the interested few.

Genealogy has complex relationships with other forms of evidence of past and present human activities. Yet, the pursuit of genealogical research is usually a personal and private activity. The interpretation of the information realised during the quest allows the individual to gain knowledge from a variety of different forms of evidence of their personal legacies unique to themselves.

Within a national cultural context, the pursuit of genealogy sits closest to the preservation of sources containing genealogical information in the form of archival material. Facilitating the responsible protection of and accessibility to archival material is largely the responsibility of the state. Given the high level of public interest in genealogy and the work being undertaken by various agencies in the provision of genealogical services, it is appropriate that the Minister for Arts, Heritage, Gaeltacht and the Islands should examine how genealogical service provision can meet the needs of the modern user.

The testimony of those users and service providers who contributed their voices to this report is a strong indicator that Irish genealogy needs a fresh approach. Accordingly, this report proposes a new way of looking at genealogical service provision in Ireland. It suggests radical changes in the Irish genealogical landscape. These proposed changes form a vital starting point from which Irish genealogical policy will evolve into the 21st century.

ACKNOWLEDGEMENTS

In many respects this report symbolises the culmination of public interest in genealogy. It also represents the dedicated work of a number of people and groups.

The Heritage Council's Genealogy Working Party under the chairmanship of Ms. Anna McHugh and members, Ms. Anne Brennan, and Ms. Ailsa C. Holland enthusiastically directed the overall project and significantly contributed to the shape of this report. Equally valuable were Council officers: Chief Executive Officer, Mr. Michael Starrett; Museums and Archives Officer, Ms. Eithne Verling; and Acting Museums and Archives Officer, Ms. Louise Ryan. Generously, each officer gave their time and expertise to guiding the research processes underpinning the report and advising on its final completion. Members of the Heritage Council, and members of its Museums and Archives Committee, under the chairmanship of Dr. Michael Ryan, provided valuable support over the past number of months. The help and

courtesy that I received from all the Council staff, in particular Ms. Fionnuala Lynch and Ms. Jackie Roberts, must be fully acknowledged.

This report is based on the generous co-operation of all those who responded to the questionnaires, participated in interviews and submitted their views to the public consultation processes. This co-operation is greatly appreciated.

Mr. Jim Meldrum, Registrar General for Scotland, and his Deputy, Mr. Brian Philp, must be thanked for their interest in this project and their generosity in releasing a member of staff, Mr. Bruno Longmore, to perform a vital part of the work. Mr. Longmore's work forms the core of the proposals for the new framework. Any improvements in service provision arising from this report must acknowledge the central role of Mr. Longmore in their inception. A word of very special thanks is extended to Mr. Patrick Cadell, Keeper of the Records for Scotland, for establishing that initial contact with the GRO(S) and for his generosity to the Irish group on their visit to Edinburgh.

The staff of the Family Records Centre, Islington, London and Centre Directors, Ms. Marilyn Troyano and Ms. Ruth Paley, who generously gave their time to help with this project are acknowledged.

I am grateful to Mr. Michael Murphy, Cartographer, who drew the maps included in this report.

University College, Cork and Mr. Michael Kelleher, Secretary and Bursar, must be thanked for releasing me from my duties at the University to write this report. Thanks are also extended to the staff of the College Archives, UCC, especially Ms. Aoife Ní Bhraoin and Ms. Rachel Granville for their co-operation during my absence.

Proper recognition must be extended to Ms. Margaret Lantry who worked as a researcher on this project over a number of months. The results of this extensive research are reflected in Chapter 1 of this report, which Ms. Lantry wrote. Ms. Lantry compiled the information included in Chapter 5, Sections 11 and 12 Financial Analysis. The detailed information recorded in Appendices 5-10 and the Bibliography are also Ms. Lantry's work. Ms. Lantry brought her considerable computer skills and experience to this project, and made a significant contribution to the contents of this report.

Virginia Teehan

November 1998

Executive Summary

1. Context

1.1 Under the provisions of the Heritage Act, 1995, the functions of the Heritage Council are defined as proposing policies for the identification, protection, preservation and enhancement of national heritage, including heritage objects. Part I, Section 2 of the Act defines heritage objects as objects over 25 years old which are works of art or industry (including books, documents and other records, including genealogical records) of cultural interest.

1.2 In October 1996, the Heritage Council was requested by the then Minister for Arts, Culture and the Gaeltacht to examine how genealogy resources can be best developed. Also in 1996, the Comptroller and Auditor General published a value for money report on the Irish Genealogy Project (IGP). This document generated a considerable amount of interest, particularly at government level, and provoked a number of requests for clarification regarding the progress of the IGP and the future development of genealogical services, resources and practices in Ireland.

1.3 Following the notification of the request by the Minister to examine genealogical resources the terms of reference for the study were received by the Heritage Council in June 1997. The terms of reference were very comprehensive, the full text being:

i To describe the current situation regarding the use of genealogical records (inclusive of heraldic records) in Ireland, including a description of State and other genealogical resources in place (particularly within and also without the State) to members of the public and professional researchers.

ii To evaluate the effectiveness, from a cultural perspective, of the State services in place and of other private and State sponsored initiatives taken to promote the use of genealogical records as a cultural resource.

iii Within a framework of available resources to make recommendations

- as to ways in which genealogical resources may be protected for future research
- as to any revised arrangements that might improve the effectiveness of State services and that otherwise might aid and promote the use of genealogical records
- to maximise the degree of public access to genealogical records.

iv To make recommendations concerning any new or expanded framework in which improvements to the State services being provided would be realised and, as far as possible, to quantify the medium and long term cultural benefits

and financial costs that should arise from any such new or expanded framework.

2. Approach: Public Consultation Process Phase 1

2.1 In July 1997, the Museums and Archives Committee of the Heritage Council, which has responsibility for genealogy, established a working group from within the committee to agree a strategy for the study. It was agreed that the first step was to engage in a public consultation process, given the interest in Irish genealogy nationally and internationally, which would invite submissions from members of the general public on the issues outlined by the Minister in the terms of reference for the study.

2.2 In September 1997 the public were invited to comment on genealogical practices in Ireland under the following terms of reference:

Structures

Do current organisational structures need to be rationalised?

Services

The effectiveness of existing state services and other private state-sponsored initiatives. Referring to costs, charges, venues and management, and information technology, suggest how these services could be improved.

Access

The current level of access to genealogical records (inclusive of heraldic records) and genealogical resources by members of the public and professional researchers, and how public access could be maximised.

Preservation

The preservation and maintenance of genealogical records (inclusive of heraldic records) and genealogical resources in general. What strategy needs to be in place to ensure the continued usage while protecting the material?

Guardianship

Are genealogical records being held according to proper archival standards in terms of preservation, usage and accessibility?

Development

The future development of genealogy as an educational, community tourism and financial resource.

2.3 Ninety-six submissions were received. The findings of the public consultation process were presented to the Minister for Arts, Heritage, Gaeltacht and the Islands in June 1998 in a report entitled Study on Genealogical Practices in Ireland: Interim Report on the Consultation Exercise.

3. Approach: Public Consultation Process Phase 2

3.1 The second consultation process, with defined key partners, was conducted in July 1998. The key partners were identified as those organisations or bodies who were either owners, users or holders of records or who had some involvement in the provision of genealogical services in Ireland. It was felt their views could make significant contributions in assisting the Heritage Council in the preparation of its final report and advising the Minister for Arts, Heritage, Gaeltacht and the Islands in the formulation of any national policy framework for genealogy.

3.2 This section of the consultation phase, the interviews with the key partners, was conducted by an external consultant, Mr. Bruno Longmore, Departmental Record Officer at the General Register Office for Scotland. The Heritage Council supplied a series of focused questions, around which the meetings were based. The emphasis of each meeting concentrated on the terms of reference given to the Heritage Council by the Minister in May 1997.

3.3 Meetings were held with a total of fifteen bodies over a three-week period from 22 July to 7 August 1998. The bodies represented were as follows:

Government Departments and Agencies

- An Foras Áiseanna Saothair (FÁS)
- Bord Fáilte
- The General Register Office
- The National Archives
- The National Library of Ireland
- The Office of the Chief Herald & Genealogical Office
- The Registry of Deeds
- The Valuation Office

Ecclesiastical Record Holders

- The Irish Episcopal Conference (Roman Catholic)
- The Representative Church Body

Professional Associations

- The Association of Professional Genealogists in Ireland
- The Library Association of Ireland
- The Society of Archivists, Irish Region

Genealogical Bodies

- Irish Genealogy Limited
- The Irish Family History Foundation

3.4 Summaries of these meetings and recommendations for future developments, are recorded in a report compiled by Mr. Longmore entitled Report on the Provision of Genealogical Services in Ireland. This report was presented to the Genealogy Sub-Committee of the Heritage Council in August 1998.

4. Comparative Consultation

4.1 Following the completion of Mr. Longmore's report, it was decided by the Genealogy Sub-Committee to visit the genealogical service facilities in Edinburgh and London. On October 6th, 7th and 8th visits were made to General Registrar Office, Edinburgh, The Scottish Record Office, Edinburgh and the Family Records Centre, Islington, London. Meetings were held with Directors and senior staff of all institutions visited. The results of these visits, coupled with the views presented in Mr. Longmore's report, greatly informed the recommendations arising from the final report.

5. Framework Proposals

5.1 The findings of both consultation processes, and other research conducted to complete this report, strongly indicate the need to re-evaluate the framework supporting the existing genealogical environment within the context of the needs of the modern user.

In the re-definition of Irish genealogical services the following factors must be taken into consideration:

- Any genealogical framework should start from the premise of the needs of the user. These are seen as requiring access to archive 'information' about ancestors rather than to 'records'.
- The majority of users prefer to hunt for this information themselves rather than seek others to do it for them. The framework and services offered must be tailored to meet this primary demand.

5.2 Given the fragmentation and disparate elements involved in providing the current state services, any significant change demands Ministerial input to initiate new structures and policies.

5.3 Any new framework will require government funding to meet start-up and running costs.

5.4 Given the views of those who made submissions to the Public Consultation Process, Phase 1, and those consulted during the Public Consultation Process, Phase 2, it is suggested that the Minister for Arts, Heritage, Gaeltacht and the Islands is best placed to formulate any new policy.

5.5 Ministerial policy decisions should be supported by a national consultative board, approved and backed by the Minister.

5.6 The national framework should operate within existing legislative frameworks, viz. the National Archives Act, 1986, the Local Government Act, 1994, and the Heritage Act, 1995.

5.7 A co-ordinating focus will be required to implement a successful genealogical policy. It is recommended that the creation of a national board would meet a perceived customer demand, and act as a first step towards improving genealogical provision.

5.8 Demand for a coherent Irish policy on genealogy has been user-driven, partly arising from developments experienced by customers overseas. The creation of a Research Centre modelled on the London and Edinburgh models is both justifiable, in a user context, and realisable.

6. The Irish Family History Research Centre (IFHRC)

6.1 This report proposes the establishment of a dedicated genealogical body, the Irish Family History Research Centre (IFHRC). The IFHRC must offer a professional service which ensures that all users, from Ireland and abroad, have easy and efficient access to essential information necessary to carry out genealogical research.

6.2 The IFHRC will function as a self-service research facility using copies of original material. The IFHRC will also act as a focal point for those interested in genealogy and should promote relevant educational activities (perhaps in association with existing adult education genealogy and family/local history courses at third level colleges), seminars, conferences and exhibitions, both at home and abroad. The location of a shop within the Centre selling general genealogical and specialised publications and other relevant items is an important facility as these publications are frequently difficult to find.

6.3 To be effective the IFHRC must determine what types of information are essential to genealogical research. Initially, it is recommended that the IFHRC makes available copies of the universal sources as defined in tables 3.1, 3.2, 3.3 and 3.4 in Chapter 3 of this report. These sources form the foundation of any genealogical research. As indicated many of these records are already accessible in microform format. With the consent of the copyright holders, sets of duplicate copies of the master copies can be made and used by the IFHRC.

6.4 To improve the quality of service offered the IFHRC must identify, prioritise, and arrange the copying of relevant genealogical sources both within and without the state in a specific strategic duplication plan, with defined targets and associated performance measures. Many potential sources are listed in Chapter 1 and Appendix 3 of this report

6.5 The General Register Office should take a lead role within any such development. A policy decision should be confirmed to permit public viewing of registration information of births, deaths and marriages prior to 1900.

6.6 The IFHRC will not collect or administer original source material in any circumstance. It is the sole function of the IFHRC to offer a service based on access to copies of original source material owned and administered by other institutions.

6.7 Consideration should be given to obtaining access to copies of records held in institutions in Northern Ireland and involving them in the IFHRC arrangement.

6.8 In view of the obligation to provide a quality service, the IFHRC should charge for use of the services at the rate of £15.00 per day and £7.50 per half day.

ADVISORY BOARD/ MANAGEMENT BOARD

6.9 The management board established to run the Centre could act as the focus around which to establish the equivalent of a national advisory/consultative board. The board established to run such a centre should be given a broad remit. Aside from the immediate provision of a genealogical service for customers in the short term, it could be involved in co-ordinating discussions with the key partners over wider access to genealogical records and the implementation of a national policy.

6.10 The advisory board should be an independent board divorced from the direct control of the Heritage Council or its committees, the National Archives Advisory Council and the Trustees of the National Library of Ireland.

6.11 The advisory board should operate within the existing legislative framework, the provisions of the National Archives Act, 1986, and the Local Government Act, 1994.

6.12 Issues addressed could include any developments that impinged upon the running of the IFHRC and the provision of a wider genealogical policy at national level. As a non-statutory consultative board, the board could advise the Minister on matters of genealogical policy and its provision, but not determine it. It would need to reflect a 'broad church' approach, and encompass representation from a large number of bodies including senior management or representatives of the 'key partners'. Issues relating to genealogy such as national microfilming and duplication policies, copyright and access provision could fall within its remit.

6.13 The membership of such a board might include: the Directors of National Archives; National Library of Ireland; An tArd-Chláráitheoir; Chief Executive Officer, The Heritage Council; Secretary General, Department of Arts, Heritage, Gaeltacht and the Islands; Secretary General, Department of Health and Children (or nominee); Secretary General, Department of Finance(or

nominee); representatives of the Roman Catholic and Church of Ireland churches; representatives of the Society of Archivists, Irish Region (1); Library Association of Ireland (1); Association of Professional Genealogists in Ireland (1); Irish Genealogy Limited (1); Irish Family History Foundation (1); and two users of the service as appointed by the Minister. The Minister should consider inviting representatives of the General Register Office for Scotland and the Family Records Centre, London to serve on this board.

6.14 The board and the IFHRC could run for an experimental period only, say five years, beyond which both its remit and the search facility could be reviewed in terms of value for money, and the success of its service delivery to customers.

Collaboration

6.15 The successful establishment of the IFHRC requires active partnerships with a number of state and private bodies. The assistance of these agencies is vital for the success of the proposed new framework. These agencies are: The National Archives (Department of Arts, Heritage, Gaeltacht and the Islands) The National Library of Ireland (Department of Arts, Heritage, Gaeltacht and the Islands), The General Register Office (Department of Health and Children), The Genealogical Office (Department of Arts, Heritage, Gaeltacht and the Islands), the Roman Catholic Church, the Representative Church Body, the Presbyterian Church, the Society of Friends, the Methodist Church, and the Jewish Community. In time partnerships with other agencies will be necessary to expand the range of services offered.

6.16 Terms of partnership must be clearly outlined in written agreements designed to protect the integrity of the sources as well as the best interests of all partners within the agreement.

6.17 The financial costs of creating copies of sources must be borne by the IFHRC and not by the curatorial agency.

7. Local Service Provision

7.1 It is vital that the services offered by the IFHRC are made available throughout the country. The extension of the services offered by the IFHRC through the network of local archive services, where they exist, and through the network of local libraries is an obvious means of doing so.

7.2 The information administered by the IFHRC must be made easily accessible through the development of network links using the Internet as well as the provision of relevant copies of sources in microform format. In practice this means that each county should have available a number of dedicated computer terminals and microfilm/fiche readers specifically for the IFHRC holdings within the local archives or library service.

7.3 The provision of service in this context will be in copy format only as is the case with the IFHRC.

7.4 It must be emphasised that the collection of original source material, on either a temporary or permanent basis, by any agency other than a professionally established and dedicated archival service is considered unacceptable and is not encouraged under any circumstances.

7.5 Depending on the success of the General Register Office (GRO)'s scanning and indexing project in Roscommon, access provision for the genealogist to GRO records could be considered at local level.

7.6 Electronic networking from Roscommon would remove the requirement to maintain a paper index to the volumes in Dublin. It would also permit the supply of such information within any networking facility devised by the GRO to local Superintendent Registrars, permitting the development of localised search centres. These centres could operate from the paper registers held locally, or from scanned image material.

7.7 It must be emphasised here again that this report cannot support the potential fraudulent use of registration information. Conditions for access to this information must be strictly defined by An tÁrd-Chláraitheoir. Access to the indexes and registers must physically remain in the control of the GRO service at all times without exception. Unfortunately, the potential conflict between facilitating genuine genealogical research, and safeguarding the information from prurient interest and illegality, is very great. Any new framework would need to balance the legitimate interest of the genealogist against safeguards put in place for the living. Potential for undermining the individual right to privacy is of great concern. Accordingly, strict procedures must be defined and guaranteed to be in force, before the commencement of local service provision in this area.

8. Genealogical Indexing Centres, IGP & IGL

8.1 Within the context of this new framework, participants within the Irish Genealogy Project (IGP) should be encouraged to concentrate on a niche marketing role within the proposed policy framework. They would provide services to those customers who wish to purchase a full genealogy only, rather than act as local public searching facilities. Neither the IFHRC nor local indexing centres would collect or keep original source material in any form. Such material must be preserved in a recognised professionally-run archival institution.

8.2 To fulfil the joint demands of maximising public access and encouraging economic tourism at a local level, the National Signposting Index should be provided at a central point to permit visitors to identify possible localities of origin. It is believed that provision of the National Index at a central point would attract more overseas visitors to localities.

8.3 The IFHRC could act as the institution to house the National Signposting Index. It is not assumed that the IGP project must be completed before the Index, or any part of it, is made available. IGL should be encouraged to arrange for the deposit of the Index for the Twelve Counties of the North Scheme in the IFHRC.

8.4 Conditional funding should be applied to the genealogical indexing centres by the government agencies concerned, in particular FÁS, and targets set as part of that funding. These must ensure the delivery of the end product within a certain time-scale.

9. Ministerial Support

9.1 The IFHRC proposes radical and necessary changes to the existing genealogical environment. The new framework presents a dedicated quality service, of international standing, specifically designed to meet the needs of the sophisticated modern user. The successful implementation of the proposed framework demands the support of the Minister for Arts, Heritage, Gaeltacht and the Islands.

9.2 The support of the Minister is vital to ensure that the new framework will be appropriately acknowledged as a relevant participant within the existing network of cultural services.

9.3 The new framework requires the co-operation of a number of key partners. The history of clerical reluctance to make information more accessible stems from a complicated legacy of difficult relations between various parties in the past. To overcome some of these problems and start afresh demands that the Minister is fully supportive of the new framework.

9.4 In the present atmosphere of open and efficient access to information, as an individual's right rather than a privilege, the support of the Minister conforms with articulated government policy as expressed in the Freedom of Information Act, 1997, and the philosophy underpinning that legislation.

10. Institutional Contexts: Benefits To Institutions

10.1 The IFHRC will operate with defined objectives based upon the belief that its core function is to provide a quality service to a specified user group. The basis of this service is to develop strategies that provide easy access to information in an accurate manner. Unlike other state institutions, the IFHRC will not function as an agency collecting or maintaining original source material.

10.2 The IFHRC will provide a dedicated genealogical service and, unlike the other state services currently administering genealogical sources, it will not have other objectives to meet or functions to perform.

The National Archives

10.3 The functions of the National Archives, one of the main repositories holding genealogical records, were vastly expanded under the terms of the National Archives Act, 1986. The volumes of records and archives to be preserved and made available for public inspection places enormous pressures on an institution which has not received reciprocal resources to meet these pressures. Further, the volume of material will grow inexorably each year as government departments and scheduled bodies make their annual transfer of records to the National Archives. The recent enactment of the Freedom of Information Act, 1997, places further legal pressures on this institution to provide additional services.

10.4 A Future for Our Past: A Strategic Plan for the National Archives 1996–2001 addresses key areas of work which the institution must address; these areas include:

- clearing for transfer to the National Archives the large backlog of older records still held by some scheduled bodies and court offices;
- clearing the backlog of departmental records awaiting listing by National Archives staff;
- preparation of disposal schedules listing record series held by each government department, scheduled body and court office, and indicating whether record series are to be transferred to the National Archives or disposed of, and when transfer and disposal should occur;
- conducting a government-wide survey of records management practices within government departments, to enable departments to manage their records effectively while meeting their obligations under the National Archives, Data Protection and Freedom of Information legislation;
- compiling regulations and guidelines concerning the management and preservation of electronic records and establishing an Electronic Archives Centre within the National Archives;
- other objectives refer to provisions for the records of state sponsored bodies, supporting the development of local archives services and the development of a comprehensive preservation policy.

10.5 The legal responsibilities placed on the National Archives to meet their objectives in the manner described above, with limited resources, make it extraordinarily difficult for the institution to provide the service currently demanded by users, of whom 60–70% are genealogists. In light of the range of other responsibilities placed on the National Archives, the quality of the service which they presently provide is remarkable.

10.6 The establishment of the IFHRC would greatly help the National Archives in releasing staff resources to meet the objectives as defined in their strategic plan.

The General Register Office

10.7 The primary role of the General Register Office, the other principal holder of genealogical records, is to ensure the proper registration of births, deaths and marriages, rather than the provision of a genealogical searching service. Genealogy is a by-product of that main purpose. The General Register Office comes under the responsibility of the Minister for Health and Children.

10.8 Statistics of users of the GRO searching facilities indicate that there are four different types of customer:

- the professional genealogist or record agent;
- the amateur genealogist;
- the customer wishing to purchase a certificate or request a change in registration;
- those wishing to register an event.

10.9 Prior to 1984, it was probable that genealogy made up a small part of this demand. Since then the demand for certificates has grown with a 128% increase in the past ten years. This increase can be largely attributed to the growth of interest in amateur genealogy.

10.10 Existing premises, shared with the Eastern Health Board as part of the active registration process, do not in any way allow for the demands on the service. Although a Research Room is provided, this is inadequate to cope with demand and there are long queues each day.

10.11 As part of the Ministerial decision to remove the General Register Office to Roscommon, the Minister made a public commitment to continue to provide a public search facility in Dublin. A public search facility was not defined, other than permitting access to the indexes and record information. Once the General Register Office has moved wholly to Roscommon, consideration must be given to including the services offered by the General Register Office in the IFHRC. This would separate the General Register Office from the Eastern Health Board functions, and provide easier access facilities to meet the specific requirements of professional genealogists and growing numbers of amateur genealogists.

The National Library Of Ireland

10.12 The National Library of Ireland acts as the main copyright library for Ireland. Its mission is to acquire all publications or materials of Irish interest. As the holder of microfilmed copies of the parish registers of the Roman Catholic Church it plays a pivotal role in the provision of genealogical services in Ireland.

10.13 Over the summer of 1998, the National Library offered a consultancy service, whereby accredited professional searchers undertook unlimited consultation with genealogical users in a dedicated genealogy room. The service was very successful and consultants averaged c.50 consultations a day or c.300 consultations a week. This service removed pressure from the general reading room and released more space for readers.

10.14 This service, which was run as a pilot scheme with much fewer sources available than are proposed for the IFHRC, was hugely successful and well received by genealogists. It is a useful indicator of the potential interest which a fully-fledged genealogical service would stimulate.

11. Cost Benefits

11.1 Experience in Edinburgh and London suggests that the provision of an efficiently-run centralised service will at least cover running costs and allow considerable flexibility for future developments. It is understood that potential users of the IFHRC must pay for the use of the facilities offered by the Centre. The cost is designed to meet service needs rather than paying for information. It is recommended that a daily rate of £15.00 per day be charged, with a half daily rate at £7.50.

11.2 The General Record Office, Scotland (GRO(S)), as does the GRO in Ireland, requires the payment of a statutory fee to search the indexes to the statutory registers held by it. In Scotland, paying the statutory fee for a search pass gives users the right to search the indexes to the post-1854 statutory registers; the pre-1855 Old Parish Registers; and the open census returns 1841 to 1891. The GRO(S) has 100 search places within New Register House. Users also have the right to buy an extract, that is an authenticated copy, of any individual register entry.

11.3 In addition, included in the daily fee, at the discretion of the Registrar General (Scotland), permission is granted to look at microfiche or microfilm copies of the actual entries of births, deaths and marriages etc. identified from the indexes, and to take notes. Customers at New Register House can also purchase unauthenticated copies of any statutory register entries over 100 years old.

11.4 In Scotland access to records in New Register House is viewed as access to information rather than access to unique documentary sources. A duplication policy, through public use of microfilm and microfiche, avoids handling of original records, and safeguards their preservation. Microform copies have been sold to institutions all over the world.

11.5 By allowing access to information in a simple straightforward fashion the GRO(S) has been remarkably successful in attracting a huge annual clientele. Including the number of users accessing services via the Internet (all of whom pay for the service), the GRO(S) attained a record number of searches in 1997-98, equivalent to 24,347 daily attendances and over 539,000 individuals having access to record information. Financially, this service covers its costs and includes provision for further expansion of the service.

11.6 Within an Irish context the potential cost benefits are great. Firstly, the establishment of the IFHRC would facilitate the efficient functioning of other institutions such as the National Archives by releasing staff resources to meet statutory requirements in the provision of systems to facilitate the efficient

administration of government departments. This alone would contribute greatly to the overall economic effectiveness and efficiency of government.

11.7 Secondly, the National Library is obliged to offer services to a range of users from experienced academic users to journalists, politicians, research students and members of the general public, etc. The pressures on the reading room facilities are great, are frequently a matter of public debate in the newspapers and have, on occasion, been brought to the attention of the Oireachtas. Staffing resources to meet these needs are equally stretched. Economically, the release of extra staff and space to deal with other users would significantly help the overall functioning of the institution.

11.8 Thirdly, the dramatic increase in interest in genealogy as articulated by An tÁrd-Chláraitheoir—128%—coupled with the statutory registration functions performed by this department again indicate that the service is greatly overstretched.

11.9 The opportunity presented by the transfer of the GRO facility to Roscommon, coupled with the large investment by the GRO in technology and expertise to digitise their records, is great. The existence of this technology and expertise within the country greatly undercuts the potential capital investment required to establish an IFHRC in a completely fresh environment. The GRO facility in Roscommon offers the ability to digitise duplicate records. This report strongly recommends that the opportunities offered by availability of this technology and expertise as set up by the GRO in Roscommon must be fully exploited within the context of the proposed new framework.

11.10 The economic benefits of offering a service using Internet provision must be further examined. Given the computerisation and scanning projects currently being undertaken by the General Register Office in Roscommon, within the next two years a sizeable quantity of Irish genealogical information will be available in electronic format. As soon as a sufficient period of years has been captured, covering the earlier years of civil registration from 1864, there will be enough information to attract the attention of genealogical users over the Internet.

11.11 Small-scale financial transactions across the Internet are increasingly common. A dataset of the GRO index information could be placed on a website on a pay per view basis. To avoid any pressure or risk on public expenditure, such a site could be operated by a private contractor on a non-exclusive and limited contract basis. Revenue would accrue to the GRO from direct sales of certificates and royalty payments for use of the index information.

11.12 Utilising the Internet could achieve the joint aim of maximising public access to information and extending the marketing of 'Ireland' as a holiday destination to an interested market group in a cost effective manner.

11.13 Experience elsewhere indicates that if the IFHRC is established and managed in an accepted professional and businesslike manner, the Centre can clear the initial start-up costs and generate a reasonable annual income. To properly evaluate the business potential of this venture, this report strongly recommends that the present studies in income generation within the cultural services be extended to the IFHRC. The report further recommends that an independent business plan incorporating an income projection study be conducted in parallel with the establishment of the Centre.

12. Location

12.1 The location of the Centre is important. The Centre must be visible and have a high public profile. Physically the Centre should have a street level 'shop front' advertising its services and facilities.

12.2 The Centre will hopefully attract tourist groups, therefore parking facilities for tour buses, and general parking, are important factors. The Centre should be easily accessible on public transport as well. It would be very convenient if the Centre were located close to the main tourist attractions. The Centre must be accessible by ramps.

13. Estimate of Costs

13.1 This report proposes that the IFHRC be established in a purpose-built building in central Dublin. The following is an estimate of start costs for the establishment of the IFHRC.

Purpose-built building, 800 sq. m. **1,160,726**

Specialised equipment, microfilm stock, reading room, lecture room, exhibition area furnishing and fittings etc. **1,525,531**

Wages and salaries, 19.5 staff members (for one year) **386,850**

TOTAL 3,073,107

14. Summary

14.1 Increasingly societal awareness and acceptance of the lives of past generations have created whole new trends in the practice of history and genealogy. Modern media magnify the past; genealogy typifies this trend. Growing media attention to events such as the commemoration of the Irish Famine and the 1798 Rebellion has increased public awareness of history's role in national definition. In turn, this awareness has spawned interest in hunting for one's personal history.

14.2 What our personal histories mean for us as individuals, as members of a family and as a community is more consciously acknowledged now than ever before. Our personal legacies, through increased knowledge and emphasis on past events, are linked to national and ethnic legacies. Within this context

the demand to understand these legacies has taken a new shape and context in today's environment.

14.3 These shifts in perceptions about past events have allowed a quest for origins, no matter how humble. Increased access to source material and a growing sense of inclusiveness rather than exclusiveness by custodians of records has opened new paths for those who wish to follow them. Nowadays genealogical study is neither restricted to aristocratic family pedigrees nor a hobby engaged in by the interested few.

14.4 This growing openness has increased the public's acceptance of the past for what it was. The quest for personal genealogies transcends the simple search for facts. The process of uncovering the layers of past legacies can be as embracing as the results that it yields. As quoted in Chapter 2 of this report, the poet Michael Coady describes his personal journeys through the archives in his native Carrick-on-Suir and Philadelphia in an essay entitled *The Use of Memory*. This journey started for him with the local parish registers that survive since 1784.

The individual transience of two centuries of lives densely manuscripted here dismays the heart, yet each entry also embodies a quality of its own immediacy still fluid on the page. There, in hurried Latin flourish of a dead priest's living hand, I can almost touch the particularity of a February day in 1876 when an infant, one day old, was brought here and christened Michael. More than a century later I stand here above the page, my own presence mysteriously enabled within the sacramental moment of this child's initiation, the moment of naming, of water and candles and chrism, of pen and ink and page. My imagination enters a mode for which I coin the word *presequence* – a knowing return to a seminal moment of the past from its own future.¹

Later in the essay, Coady states that the purpose of genealogy should not be the neat assembly of pedigree culminating smugly in self, but its exact opposite: the extension of the personal beyond the self to encounter the intimate unknown of others in our blood.²

14.5 As people are displaced from their own place, in time they are also cut off from their own pasts. Quests for roots reflect this dislocation. Genealogical searches are frequently invoked to requite displacement. The more people move around the world, the more they will attempt to grasp at fragments of information about their personal and collective pasts.

1. Coady, 1997 p.88.

2. Ibid., p.89.

14.6 The diaspora are most notable in their active quests for reclaiming their personal histories. Five out of six ancestry searches in Italy are made by Italian-Americans. So many Jews today seek memories of shtetl forebears that East Europeans call them "roots people." The response to the Public Consultation Process, Phase 1, which forms part of this report also confirms this interest. The greatest number of private individuals who responded to the invitation to submit their views about Irish genealogical service provision were Americans (44%), followed by Irish (41%), Australians (7%), UK (4%) and Canadian (4%).

14.7 The state is seen as the protector of our collective past. An examination of that past indicates that it is composed of personal legacies bonding us with our forebears. Collective

heritage remains, by and large, defined by the actions and words of our ancestors. Roots, birthrights, legacies and patrimony are common vocabulary in nation states.

14.8 Irish cultural legacies are not exclusive to those living in Ireland. The claim on Irish cultural heritage made by those of Irish descent living abroad is as strong as if not stronger than those at home. Adoption of inclusive policies by considering émigrés and their descendants within a cultural framework is a responsibility that the State cannot ignore.

14.9 This century, and in particular recent decades, has seen changing definitions of culture within an Irish context. Many traditional cultural activities have changed shape and character and accordingly become more popular and public. Collective legacies have always lent pride and purpose to the state. But their customary arena is now larger, with growing emphasis on public ownership and the individual as participant in that culture. Adopting a pro-active role in facilitating public ownership in past legacies through the establishment of the Irish Family History Research Centre is a vital step in the evolution of Irish cultural services in the 21st century.

Virginia Teehan
Archivist

November 1998

Introduction

Writing in 1991, the artist, Tony O'Malley, in a rare autobiographical essay entitled *Inscape – Life and Landscape in Callan and County Kilkenny*, begins by defining himself within the context of his lineage:

My grandmother was a Marnell from outside Callan. Marnell's Cross was called after that family. She was born around 1840 and was married to Mattie Ryan, a gardener in the convent. There are photographs of my grandmother and Dan Ryan (his main companion, although they were not related) standing beside an ass and cart...My mother was Maggie Ryan, daughter of Mattie Ryan and Margaret Marnell. They were much knitted into the people of the countryside. The Ryans were a big clan of people. They were part of the Kilkenny/Tipperary texture... (O'Malley, 1997 p.73)

What our personal histories mean for us as individuals, as members of a family and as a community are more consciously acknowledged now than ever before. Our personal legacies, through increased knowledge and emphasis on past events, are linked to national and ethnic legacies. Within this context the demand to understand these legacies has taken on a new shape and meaning in today's environment. The quest for personal genealogies is driven by more than a simple search for facts. The process of uncovering the layers of past legacies can be as embracing as the results that it yields.

Aims

It is not the function of this report to explore the complex intersections between interpretations of 'heritage' and 'genealogy'. The intersections between both are fluid; they frequently overlap and shift focus. However, the part played by the state within their overall relationship forms the core of this report. As defined by the terms of reference, this report explores how current genealogical resources and structures are meeting the demands of contemporary users. Existing state services are shown as not simply a service point to meet the needs of genealogical users exclusively. These services are active participants in a network of informational and cultural services, one of which includes genealogy. The genealogical sources which they hold have many other currencies and priorities which cannot be ignored.

In writing this report, the views of the users, as recorded in the first phase of the Public Consultation Process, are interpreted not simply as those of passive bystanders, but as active voices helping to inform any changes to existing services. As a consequence, services within and without the State were examined in terms of specific genealogical service provision. The multiple narratives provided by the English, Welsh and Scottish models used in this exercise demanded a rethinking of the key concepts supporting traditional structures and services in Ireland. The aim throughout this report is to work towards defining a framework for a quality service, which is accessible, non-exclusivist and will open up exciting new possibilities for the future.

Background and Scope

In October 1996, the Heritage Council was requested by the then Minister for Arts, Culture and the Gaeltacht to examine how genealogy resources can be best developed. Also in 1996, the Comptroller and Auditor General published a value for money report on the Irish Genealogical Project. This document generated a considerable amount of interest, particularly at government level, and provoked a number of requests for clarification regarding

the progress of the Irish Genealogical Project and the future development of genealogical services, resources and practices in Ireland.

Terms of Reference

Following the notification of the request by the Minister to examine genealogical resources the terms of reference for the study were received by the Heritage Council in June 1997. (See Appendix 1.)

The terms of reference were very comprehensive, the full text being:

I To describe the current situation regarding the use of genealogical records (inclusive of heraldic records) in Ireland, including a description of State and other genealogical resources in place (particularly within and also without the State) to members of the public and professional researchers.

II To evaluate the effectiveness, from a cultural perspective, of the State services in place and of other private and State sponsored initiatives taken to promote the use of genealogical records as a cultural resource.

III Within a framework of available resources to make recommendations:

- (a) as to ways in which genealogical resources may be protected for future research;
- (b) as to any revised arrangements that might improve the effectiveness of State services and that otherwise might aid and promote the use of genealogical records;
- (c) to maximise the degree of public access to genealogical records.

IV To make recommendations concerning any new or expanded framework in which improvements to the State services being provided would be realised and, as far as possible, to quantify the medium and long term cultural benefits and financial costs that should arise from any such new or expanded framework.

Approach

PUBLIC CONSULTATION PROCESS, PHASE 1

In July 1997 the Museums and Archives Committee of the Heritage Council, which has responsibility for genealogy, established a working group from within the committee to agree a strategy for the study. It was agreed that the first step was to engage in a public consultation process, given the interest in Irish genealogy nationally and internationally, which would invite submissions from members of the general public on the issues outlined by the Minister in the terms of reference for the study.

In September 1997 the public were invited to comment on genealogical practices in Ireland under the following terms of reference:

Structures

Do current organisational structures need to be rationalised?

Services

The effectiveness of existing State services and other private state-sponsored initiatives. Referring to costs, charges, venues and management and information technology, suggest how these services could be improved.

Access

The current level of access to genealogical records (inclusive of heraldic records) and genealogical resources by members of the public and professional researchers, and how public access could be maximised.

Preservation

The preservation and maintenance of genealogical records (inclusive of heraldic records) and genealogical resources in general. What strategy needs to be in place to ensure the continued usage while protecting the material?

Guardianship

Are genealogical records being held according to proper archival standards in terms of preservation, usage and accessibility?

Development

The future development of genealogy as an educational, community tourism and financial resource.

Ninety-six submissions were received. The findings of the public consultation process were presented to the Minister for Arts, Heritage, Gaeltacht and the Islands in June 1998 in a report entitled: Study on Genealogical Practices in Ireland: Interim Report on the Consultation Exercise. The recommendations arising from this report are outlined in Appendix 2.

PUBLIC CONSULTATION PROCESS, PHASE 2

The second consultation process, with defined key partners, was conducted in July 1998. The key partners were identified as those organisations or bodies who were either owners, users or holders of records or who had some involvement in the provision of genealogical services in Ireland. It was felt their views could make significant contributions to assisting the Heritage Council in the preparation of its final report and advising the Minister for Arts, Heritage, Gaeltacht and the Islands in the formulation of any national policy framework for genealogy.

This section of the consultation phase, the interviews with the key partners, was conducted by an external consultant, Mr. Bruno Longmore, Departmental Record Officer at the General Register Office for Scotland. The Heritage Council supplied a series of focused questions, around which the meetings were based. (See Appendix 3.) The emphasis of each meeting concentrated on the terms of reference given to the Heritage Council by the Minister in May 1997.

Meetings were held with a total of fifteen bodies over a three-week period from 22 July to 7 August 1998. The bodies represented were as follows:

Government Departments and Agencies

- The National Archives of Ireland
- The National Library of Ireland
- The General Register Office
- An Foras Áiseanna Saothair
- Bord Fáilte
- The Valuation Office
- The Registry of Deeds
- The Office of the Chief Herald & Genealogical Office

Ecclesiastical Record Holders

- The Representative Church Body
- The Irish Episcopal Conference (Roman Catholic)

Professional Associations

- The Association of Professional Genealogists in Ireland
- The Library Association of Ireland
- The Society of Archivists Irish Region

Genealogical Bodies

- Irish Genealogy Limited
- The Irish Family History Foundation

Summaries of these meetings, and recommendations for future developments, are recorded in a report compiled by Mr. Longmore entitled Report on the Provision of Genealogical Services in Ireland. This report was presented to the Genealogy Sub Committee of the Heritage Council in August 1998. The main findings from this report are outlined in Appendix 4.

Comparative Consultation

Following the completion of Mr. Longmore's report, it was decided by the Genealogy Sub Committee to visit the genealogical service facilities in Edinburgh and London. On October 6th, 7th and 8th visits were made to General Registrar House, Edinburgh, The Scottish Record Office, Edinburgh and the Family Records Centre, Islington, London. Meetings were held with Directors and senior staff of all institutions visited. The results of these visits coupled with the views presented in Mr. Longmore's report greatly informed the recommendations arising from the final report.

Report Structure

The terms of reference issued by the then Minister for Arts, Culture and the Gaeltacht, Mr. Michael D. Higgins, T.D., in June 1997, have been adhered to in this report. Each term of reference forms the subject matter of the first four chapters. The requirement to outline the administrative and financial structure for the new framework is included in Chapter Five.

Chapter One outlines existing genealogical service provision. This chapter contains detailed information and statistics about the variety of genealogical records, where they can be found, both within and outside the State; the facilities and services provided by agencies which preserve genealogical records including the Genealogical Indexing Centres and Irish Genealogy Limited. To obtain the necessary information to complete this chapter questionnaires were sent to all public libraries and Genealogical Indexing Centres. These questionnaires are included in Appendices 8 and 9.

Chapter Two discusses the cultural aspects of genealogical service provision and the role of the state within that relationship.

Chapter Three identifies issues pertinent to the effectiveness of services, the preservation of records and access to genealogical information.

Chapter Four recommends changes to the existing service provision and presents a model for a new framework.

Chapter Five presents a detailed administrative and financial overview of the new framework in the form of the Irish Family History Research Centre.

An Executive Summary accompanies this report.

On behalf of the Heritage Council, I wish to submit this Report to the Minister for her consideration.

Virginia Teehan
Archivist

Rushbrooke,
Co. Cork.
November 1998

Abbreviations

Abbreviations used in the text:

Association of Professional Genealogists in Ireland **APGI**

Family Record Centre **FRC**

An Foras Áiseanna Saothair **FÁS**

Genealogical Office **GO**

General Register Office **GRO**

General Register Office (Scotland) **GRO(S)**

Irish Genealogy Limited **IGL**

Irish Genealogy Project **IGP**

Irish Family History Foundation **IFHF**

Irish Family History Research Centre **IFHRC**

National Archives **NA**

National Library of Ireland **NLI**

New Register House **NRH**

Office of National Statistics **ONS**

Old Parish Registers **OPR**

Public Record Office (London) **PRO**

Public Record Office of Northern Ireland **PRONI**

Registry of Deeds **ROD**

Scottish Record Office **SRO**

Valuation Office **VO**

Chapter 1: Term of Reference 1

To describe the current situation regarding the use of genealogical records (inclusive of heraldic records) in Ireland, including a description of State and other genealogical resources in place (particularly within but also without the State) to members of the public and professional researchers.

1. Introduction

1.1 The genealogist whether professional or amateur has several routes to travel, both literally and metaphorically, in Ireland in order to discover the history of his family. First, the public sector agencies; second, the church sources; third, employing private companies or individuals to carry out the research. Depending on financial and other resources, location of the genealogist and level to which he wishes to engage in the search process himself, the genealogist will turn to one, two or all three of these routes.

1.2 Besides the records of genealogical interest held within the Irish State there are many identified Irish genealogical holdings in other countries particularly in USA, Canada and Australia. However, this does not in any way take into consideration records that remain unidentified at this point. The waves of emigration, especially within the last two hundred years, have meant that not only are there documents which record these events but there are also records indigenous to those welcoming countries that register life events that took place abroad. These records become available or publicised over time, e.g. just last September the Hudson Bay Company archives, Winnipeg, Canada, that hold letters to Irishmen, were featured in an Irish national newspaper ¹. This current report only indicates the range of material available world-wide.

¹. Irish Times 22.09.98. "Fresh news from the past." p.15.

1.3 With increased access to such sources, public attitudes and expectations have changed. There is a need for a high quality service staffed by professionals who are trained in archives, and information storage and retrieval.

2. Overview of Record Types

2.1 As stated in the term of reference above, this chapter outlines the current situation regarding the use of genealogical records and describes both the public and private resources available to the public.

2.2 Information of interest to genealogists administered by public sector agencies is of several kinds. Such records have been compiled and stored with a purpose other than genealogy in mind. The various agencies that have gathered the information have statutory duties to perform that do not include genealogy, and the agencies that store this information when it has become historical (or non-current) have statutory duties with regard to its administration and archival preservation. These records include

- records compiled by the GRO recording life events (births, marriages, deaths);
- records compiled by the churches to record religious occasions (baptisms, marriages, burials):
- Roman Catholic registers held by local clergy;
- post-1869 Church of Ireland registers held locally by the clergy or by the Representative Church Body Library;
- other religious bodies, e.g. Presbyterian, Methodist, Society of Friends, and Jewish.
- records of population as recorded during a census taken by a public sector agency;
- other records of public sector agencies, e.g. registered land holders, tithe defaulters;
- miscellaneous records stored by the National Archives, National Library of Ireland, the universities and various archival and library services throughout the country.

2.3 Other agencies also store or have indexed information of use to genealogists. Examples of this kind of agency are:

- genealogical indexing centres (both those affiliated to Irish Genealogy Ltd. and those not);
- individuals who have prepared or calendared records (whether original or indexed) for publication.

3. Location Of Information Of Genealogical Interest In The State

3.1 The following table identifies the agencies and bodies that administer genealogical records. Details about the location of these bodies and agencies including addresses, phone numbers, etc. are recorded in Appendix 5, 'Repositories'.

Table 1.1 STATUS OF REPOSITORIES: PUBLIC BODIES

Name of repository	Departmental affiliation
Genealogical Office	National Library (Department of Arts, Heritage, Gaeltacht and the Islands)
General Register Office	Department of Health and Children
National Archives	Department of Arts, Heritage, Gaeltacht and the Islands
National Library of Ireland	Department of Arts, Heritage, Gaeltacht and the Islands
Registry of Deeds	Department of Justice
Valuation Office	Department of Finance
Public libraries	Local authorities

Table 1.2 STATUS OF REPOSITORIES: RELIGIOUS BODIES

Name of religious body	Status
Jewish Community	Private religious body
Presbyterian Church	Private religious body

Methodist Church	Private religious body
Representative Church Body	Private religious body: Charitable trust
Society of Friends	Private religious body

**Table 1.3 STATUS OF REPOSITORIES:
GENEALOGICAL INDEXING CENTRES**

Name of centre	Status of centre*
Brú Boru Heritage Centre (South Tipperary)	"Charitable status"
Clew Bay Heritage Centre	"Limited company"
Co. Roscommon Heritage & Genealogy Centre	"Limited company"
Co. Sligo Heritage & Genealogy Centre	"Limited company"
Cork Ancestry	"Limited company"
County Cavan Genealogical Research Centre	"Limited company"
Donegal Ancestry	"Limited company by guarantee with charitable status"
Dublin Heritage Group	"Ad-hoc Committee"
Dún Laoghaire Rathdown Heritage Society	Not answered
Dún na Sí Cultural & Heritage Centre (Westmeath)	"Branch of Comhaltas Ceoltóirí Éireann run by a voluntary committee"
East Galway Family History Society	"Limited company"
Fingal Heritage Group	"Limited company in throes of being formed"
Galway Family History Society West	"Limited company with no share capital"
Inishowen Genealogy Centre (Donegal)	"Clann centre"
Kildare Heritage & Genealogy Company	"Limited company"
Kilkenny Ancestry	"Registered Friendly Society"
Killarney Genealogical Centre	"Limited company"

Leitrim Genealogy Centre	“Limited company”
Limerick Regional Archives	“Part of archives (local government)”
Longford Roots	“Limited company”
Mallow Heritage Centre (North Cork)	“Charitable status”
Mayo North Family History	“Charitable status”
Meath Heritage & Genealogy Centre	“Voluntary committee”
South Mayo Family Research Centre	“Company limited by guarantee”
Tipperary Heritage Unit	“Diocesan centre”
Tipperary North Family History Foundation	“Limited company with charitable trustees”
Waterford Heritage Genealogical Centre	“Limited company”: Waterford Heritage Ltd.

* Centres that returned questionnaires sent to all centres to support the research undertaken to complete this report. (See Appendix 8).

4. Universal Sources

4.1 Following the example of the Comptroller & Auditor General Report on Value for Money Examination The Irish Genealogy Project §3.2, discussion of sources in this report will focus on the six ‘universal sources’ for genealogical research. These are:

- church records: all denominations, mostly since late 18th and early 19th centuries
- civil records of births, deaths registered since 1864; non-RC marriages since 1845
- Census of Population 1901
- Census of Population 1911
- Griffith’s Primary Valuation of Tenements (1848 to 1864)
- Tithe Applotment Books (1823 to 1838)
- and, here added, heraldic records.

Church records

4.2 These records are generated to record life events, e.g. baptism, religious ceremonies of marriage, and burials. For the two most common religions in the State, Roman Catholic and Church of Ireland, these events are recorded in parish registers. The contents of church records are available in various media, i.e. the original registers, on microfilm, and indexed on computer. The situation with regard to access differs between the denominations.

Church of Ireland records

4.3 The custodians of Church of Ireland records (parish registers) are the National Archives (NA), the Representative Church Body Library, and the local clergy.

4.4 Before 1869 the Church of Ireland was the Established Church, thus the records of this period are now held in the NA as state records. Due to the burning of the Four Courts in 1922, where the Public Record Office was situated, many registers were lost and so the number of registers held by the NA is relatively small.

4.5 Post-1869 registers are the property of the Representative Church Body, which is the perpetual trustee of a voluntary Christian community. The RCB library has been encouraging local clergy to deposit registers there and it now holds the registers of about 600 parishes. Some registers are still held locally.

4.6 Many genealogical indexing centres are indexing Church of Ireland records and do so by working from microfilm copies produced at their own expense.

Roman Catholic Records

4.7 Unlike the Church of Ireland, Roman Catholic canon law stipulates that registers must be held locally, and so Roman Catholic parish registers are held by local clergy.

4.8 The National Library of Ireland (NLI) has copies of almost all Roman Catholic parish registers from c.18th century to about 1880 on microfilm which was produced in the 1950s and 1960s. These microfilms are available for use in the library subject to episcopal permission. Access to the registers of some dioceses is restricted by the bishop. Queries in the NLI about Cashel and Emly records are directed to the Tipperary Heritage Unit that indexes the diocesan registers there. Access to the records of Limerick and Kerry is allowed with the explicit permission of the bishop, which apparently is generally forthcoming but must be sought before beginning research. It should be noted that this is the current situation and permission by a bishop can be withdrawn at any time.

4.9 The genealogical indexing centres experience further difficulties with access. Work has not proceeded with the dioceses of Kerry (Ardfert and Aghadoe), Cork and Ross (except for Cork City) or Raphoe (except for two parishes) due to lack of permission from the bishops concerned.

Presbyterian Records

4.10 The Presbyterian Church is not organised on a parish structure. Presbyterian registers are in three main locations: held locally, in the Public Record Office of Northern Ireland, and at the Presbyterian Historical Society in Belfast.

Methodist Records

4.11 The Methodist movement was part of the Established Church from its beginnings in 1747 until the split in 1816, and so for that period Methodist baptisms, marriages and burials are recorded in Church of Ireland registers. The Primitive Methodists remained part of the Established Church while the Wesleyan Methodists performed their own ceremonies until 1878, when all Methodist movements united together. The ministers moved in a circuit and the records often moved with them.

4.12 Outside the geographic province of Ulster, whose surviving registers have been listed by PRONI, the church nearest the area being researched should be approached as to the whereabouts of registers.

Society of Friends (Quaker) Records

4.13 The Society of Friends does not keep registers as such but does keep record of weekly meetings, reported to the monthly meetings that note events such as births, marriages or deaths. The monthly meetings kept an amalgamated register.

4.14 There are two main repositories, the libraries of the Society of Friends in Dublin and Lisburn. Many of the registers are available on microfilm in the NLI, and notes and registers of births, marriages and burials 1773-1947 are also at the NA.

Baptist and Huguenot Records

4.15 For Baptist records a particular church should be approached through its secretary, or the Irish Baptist Historical Society, or the Baptist Union of Ireland. Some surviving Huguenot registers are published in the publication series of the Huguenot Society of London.

Jewish Records

4.16 The Irish Jewish Museum holds burial records from 1715 as well as synagogue records from all synagogues in Ireland. These contain details of membership, births, marriages, deaths, family name, Hebrew name, Hebrew dates of birth and original family name spelling. Searches can be requested by writing to the curator.

Birth, Marriage, and Death Records

4.17 All births, marriages and deaths have been registered since 1864, with non-Roman Catholic marriages registered from 1845 onwards. The legal obligation to register an event rests with the public. The system is administered by the Department of Health. Locally records are held by the Health Boards where the local Registrars are responsible for the registers, with the GRO collating the master indexes for the state on an annual basis. The GRO also holds microfilm copies of the registers.

4.18 The GRO, Dublin, is the only part of the registration system that permits public research of the indexes, for a fee. Copies of certificates made from microfilm can be also be purchased.

4.19 Some genealogical indexing centres are indexing the contents of the registers. Generally this is in co-operation with the local Registrar.

4.20 The GRO is currently engaged in the transfer of paper-based records to an electronic imaging system that will continue until the beginning of the next century.

Census Records

4.21 The 1901 and 1911 Censuses of Population original forms, carried out in those years, are stored in the NA. The 1901 Census has been microfilmed in 1,173 reels and the microfilm is available for purchase. It is available for public use at many city and county libraries, and at the Family History Centres in Cork and Dublin (run by the Church of Latter-day Saints). The 1911 Census is currently being microfilmed and so only the original forms are accessible at the NA. Both microfilming operations have been carried out by the Genealogical Society of Utah.

4.22 The 1901 Census original returns are bound in volumes, while the 1911 Census originals are loose in boxes. It is helpful when looking up either Census to know the townland or street being looked for. By looking up the townland or street in the 1901 Townland Index (available at the NA) the equivalent District Electoral Division, the geographic unit on which the Census is based, is ascertained. There is no townland index for 1911 but the one for 1901 can be used with minor adjustments.

4.23 Some genealogical indexing centres are indexing the 1901 Census. Most commonly microfilm copies available in city and county libraries are used as sources.

Landholding Records

4.24 The Tithe Applotment Books (c.1823 to 1838) contain landholding records. These records are the result of a valuation of the entire country carried out to determine the tithe payable by each landholder. The information given is minimal but useful in the absence of censuses. The original Tithe Books for the 26 counties of the present State are in the NA. Microfilm copies are available in the NLI. Photostat copies of the six Northern Ireland counties are in the NA; the originals are in PRONI. Some genealogical indexing centres have begun to index these land records.

4.25 Richard Griffith's Primary Valuation of Ireland (1848 to 1864) lists landholders and householders of the whole island. This valuation covered the whole island beginning in 1848 and finishing in 1864. The originals are in the NA. It is available in the NLI, the NA and libraries in its published form and in microfiche. Maps corresponding to Griffith's Primary Valuation, showing the locations of tenements, are held electronically in the Valuation Office (VO). The later series of maps corresponding to revision books (or 'cancelled books') of Griffith's Valuation are held also at the VO where they may be inspected. Some genealogical indexing centres are indexing these records.

4.26 The surnames recorded in both the Tithe Applotment Books and Griffith's Primary Valuation have been indexed in the NLI's Index of Surnames or Householders Index county series. Full sets of the index are available at the NLI, the NA and the Genealogical Office (GO). The county volumes also contain outline maps of the civil parishes and a guide to the corresponding Catholic parishes. Indexes to Griffith's Primary Valuation are available on microfiche (some counties only) and on CD-ROM (the whole country).

Heraldic records

4.27 The principal function of the Genealogical Office (GO) is heraldic, that is, the granting and confirmation of official achievements to individuals and corporate bodies. Its records can be useful when researching pedigrees and Dublin occupations (for instance, goldsmiths, apothecaries and Freemen's Rolls).

4.28 The GO holds manuscripts numbered 1 to 822 that can be divided into official records, administrative records of the office and reference works, and research material. There is no single index to the manuscripts. The archives hold over 20,000 research files containing family history research. There is a project to index these files by family name and computerise the index. Some of the manuscripts have been microfilmed and these are available in the NLI.

Summary of the Location of Universal Sources and Heraldic Records

4.29 The universal sources in the various media of original, microfilm, microfiche or digitised are available from:

Public sector agencies

- City and County Libraries
- Genealogical Office
- General Register Office
- National Archives
- National Library of Ireland
- Valuation Office

Religious bodies

- Local clergy
- Representative Church Body Library
- Baptist, Presbyterian central bodies
- Libraries of other denominations

Private sector agencies

- Genealogical indexing centres

Outside the State

- Genealogical Society of Utah

5. Other Sources

5.1 There are many other sources of genealogical information; some sources are identified, and deposited in repositories. Unfortunately many such collections remain unprocessed and therefore unavailable for use. An area of even greater concern is the large number of potential sources which have not yet been identified, for example, collections in private hands relating to businesses, estates, and organisations that record details of their employees, tenants, members and so on. There is no comprehensive list of sources available, neither has a national audit taken place. The most obvious sources are mentioned here.

Census Records

5.2 Available at the NA are fragments of 19th censuses for the years 1821, 1831, 1841, and 1851. There is also the townland index published to accompany the 1851 census.

Census substitutes

5.3 Due to the official destruction of the 1861 and 1871 censuses and the burning of other censuses in the Four Courts in 1922 other sources have become important for the information they provide.

5.4 The manuscript copies of the 1641 and 1703-4 Books of Survey and Distribution are in the NLI. The 1654-56 Civil Survey recording land ownership is also in the NLI, as is Petty's 1659 land census (also called 'Pender's Census' following Seamus Pender's edition in 1939 published by the Irish Manuscripts Commission).

5.5 The NLI holds the 1630 Muster Rolls on microfilm, the 1703-1838 Convert Rolls, and also a list of claims for damage suffered in the 1798 Rebellion. The NA holds the only full listing of all surviving transcripts of the 1766 religious census made by Church of Ireland rectors. The RCB Library also holds extracts from the 1766 Religious Census relating to counties Dublin, Limerick, Louth and Wicklow as well as some Northern Irish counties. Also held at the NA are the Charlton Trust Fund marriage certificates 1795-1862, the 1796 Spinning-wheel Premium Entitlement Lists, the records of the Board of Commissioners for National Education 1831-1921 and the largest single collection of surviving electoral registers. Lists of Protestant householders in 1740 for parts of five Ulster counties are available from the GO, the NLI, PRONI and the RCB Library.

5.6 Some of the above are being indexed by some of the genealogical indexing centres as appropriate to their catchment areas.

Emigration and Transportation Records

5.7 Another source of information for the descendants of emigrants are passenger lists. At the National Archives and Records Administration, Washington DC, are Customs Passenger Lists

from 1820, and Immigration Passenger Lists from 1883. The NLI holds microfilm copies of lists for the ports of New York and Boston. Transportation records are held at the NA (Ireland) in original form, microfilm, and digitised on the internet. These include Prisoners' Petitions and Cases 1788-1836, State Prisoners' Petitions (1798 rebellion), Convict Reference Files from 1836, Transportation Registers from 1836, Male Convict Register 1842-47, Register of Convicts on Convict Ships 1851-53, and Free Settlers' Papers 1828-52. Records about transportation are also held at the Public Record Office (London) in the Colonial Office papers. Several of the lists have been published in traditional formats or are available on the internet. Records for settlers who travelled freely are more scattered.

Records of Wills

5.8 All the original wills and administrations held at the Four Courts were destroyed in 1922, as were most of the Will and Grant Books into which they had been transcribed, although a very few survived. The indexes to wills and administration bonds survived although some were damaged. These are available at the NA.

5.9 The gaps, however, can be supplemented by Sir William Betham's original notebooks held in the NA, and the GO has his Sketch Pedigrees which contain the first index of testators, up to 1810, and abstracts of family information contained in almost all the wills before 1800. Sir Arthur Vicars published his "Index to Prerogative Wills of Ireland, 1536 to 1810" (1897). There is a manuscript index for the period from 1811 to 1857 in the search room of the NA. The Calendars of Wills and Administration, printed annually from 1858, are available for consultation at the NA also. The consolidated index 1858-77 is only in the NA.

5.10 Also there are the Inland Revenue Annual Indexes to Irish Will Registers and Indexes to Irish Administration Registers from 1828 to 1879. The RCB Library holds various testamentary collections such as the Swanzy, Welply, and Caulfield collections as well as abstracts of prerogative wills from the 17th to 19th centuries.

5.11 Abstracts of all wills, registered in the Registry of Deeds (ROD), from 1708 to 1832 have been published by the Irish Manuscripts Commission in three volumes. These can be consulted at the NLI and the NA. The original memorials can be found in the ROD. The Land Commission records which includes thousands of wills are now in the NA, and the NLI holds a card index to the testators. The GO also has a collection of wills indexed in one of its own manuscripts and published as well.

Deeds

5.12 The books in the ROD contain memorials of deeds. Their main concern is the transfer of property but other information can be gleaned from leases, mortgages, marriage settlements, bills of discovery, wills and rent charges. The indexes to these deeds and transcripts of the memorials are available on microfilm from the Genealogical Society of Utah.

Newspapers

5.13 Newspapers provide genealogical information in biographical notices (births, marriages, and deaths) and advertisements (elopements, business announcements, bankruptcies). The best single repository for Irish newspapers is the British Library. From 1826 the collection is virtually complete but there can be gaps before this.

5.14 In Ireland the NLI has the largest collection while city and county libraries also hold original newspapers usually specific to their area. Newsplan: Guidelines for the Microfilming of Newspapers includes a comprehensive list of surviving files of 1,200 Irish newspaper titles dating from 1699 to the present.

5.15 There are indexes available, for instance, the NLI indexes to the Freeman's Journal 1763-1771, Pue's Occurrences, and the Dublin Gazette 1730-1740. The Genealogical

Research Society in London has card indexes to the Hibernian Chronicle 1771-1802, and the Cork Mercantile Chronicle 1803-1818. Another index is Henry Farrar's Irish marriages: being an index to the marriages in Walker's Hibernian Magazine 1771 to 1812, published in 1889. Two important indexes are by Rosemary ffolliott, 'Biographical notices primarily relating to Cork and Kerry collected from newspapers, 1756-1827' and 'Index to Biographical Notices in the Newspapers of Limerick, Ennis, Clonmel and Waterford, 1758-1821'. Both the NLI and Cork City Library hold manuscript copies of the Cork and Kerry index, while Limerick Archives has a copy of the Limerick index. The GO has microfiche copies of both.

Directories

5.16 Directories are very useful indicators of occupation particularly for the professional and upper-classes. The labouring and working-classes are generally excluded. The most comprehensive collections of Dublin and countrywide directories are held by the NLI and the NA. To locate directories of a more local nature, it can be useful to consult bibliographies and guides to directories, e.g. James Carty, National Library of Ireland Bibliography of Irish History 1870-1911, and Michael Keen, A Bibliography of Trade Directories of the British Isles in the National Art Library, Victoria and Albert Museum.

Other records

5.17 Estate records constitute a largely unexplored source of genealogical information. Richard Hayes' Manuscript Sources for the Study of Irish Civilization is a comprehensive guide but now somewhat out of date. The Landed Estate Court records, also known as the Encumbered Estate Courts (held at the NA), are not catalogued by Hayes. The GO is preparing a guide to the dates, areas covered, and class of tenants recorded in the estate papers of the NLI and NA: some counties have already been covered.

5.18 Other useful sources are government records such as the Post Office records, Department of Social Welfare records, e.g. old age pension files, etc. By and large these records are found in the NA.

5.19 For information on military occupations there are British Army records (Public Record Office, London), 18th century militia lists (GO), death records 1914-1918 (GRO), British Navy records (Public Record Office, London, and The Navy List at the NLI), Royal Irish Constabulary records (available on microfilm in the NA), Dublin Metropolitan Police records (NA and Garda Archives, Phoenix Park), and Irish Defence Forces records (Cathal Brugha Barracks, Dublin).

5.20 Clerical succession lists can be useful to trace Church of Ireland clerical ancestors. These are available at the RCB Library.

5.21 The RCB Library also holds genealogical research papers that include pedigrees in the Swanzy and Welpy collections as well as family collections.

5.22 The Association for the Preservation of the Memorials of the Dead in its Journal published transcriptions of gravestone inscriptions during the period 1888 to 1934, many of which would now be otherwise lost. In 1910 a composite index to surnames and places was published that covered the first twenty years of publication. The remaining twenty-four years have annual indexes. Many local history journals also publish transcriptions on a sporadic basis. Some of the genealogical indexing centres have begun indexing gravestone inscriptions.

Summary Listings of Location of Other Sources

5.23 Sources other than the universal sources are available in the various media of original, microfilm, microfiche or digitised form, amongst other places:

Public sector agencies

- Cathal Brugha Barracks
- Garda Archives
- Genealogical Office
- National Archives
- National Library of Ireland
- Registry of Deeds
- City and County Libraries

Religious bodies

- RCB Library

Private sector agencies

- Genealogical Indexing Centres/ Heritage Centres

Outside the State

- Genealogical Society of Utah
- Public Record Office, London, UK
- Public Record Office, Northern Ireland

6. Repositories: Public Sector Agencies

- National Archives
- National Library of Ireland
- Genealogical Office
- General Register Office
- Valuation Office
- Registry of Deeds

6.1 Many users of genealogical material are visitors to Ireland. They generally have a short period of time in which to carry out research and are mostly middle-aged, retired or elderly, although the needs of disabled people must also be looked at. Thus their needs must be considered when discussing issues such as location, physical access and the nature of the documents. Detailed information is given in Appendix 5, 'Repositories'.

Location

6.2 All six agencies are currently located in Dublin city centre. They are within walking distance of each other. Heraldry is distinguished in being located in only one building.

Public opening hours

6.3 All repositories are open Monday through to Friday, with the GRO and VO opening at 09:30 (others open at 10:00, ROD at 10:30). All close at 17:00 except for GO, GRO, ROD, VO at 16:30. Three (NA, NLI and ROD) remain open throughout the day (GO, GRO, VO closed for lunch). The NLI also remains open late until 21:00 Monday to Wednesday and alone opens on Saturday mornings.

6.4 The GO is open for 4 1/2 hours daily; GRO 5 1/2 hours; NA 7 hours; NLI 11 hours on three days, 7 hours on two days and 3 hours on the sixth day, ROD 6 hours; VO 5 hours.

Public access

6.5 Readers' tickets: The NA, the NLI and the GO (reading room) require users to apply for a reader's ticket, although visitors can use the NLI genealogical service on a visitor's badge for which no application is required. There is no charge for these tickets. Access to the GO

manuscripts is by application for a ticket at the NLI Manuscript reading room and is at the discretion of the Chief Herald (who is the Librarian of the NLI).

6.6 Charges and fees: Charges for services at the ROD, GRO, and VO are set by statute. These charges include those for inspection of documents, and search fees. All repositories charge for reproduction of documents whether by photocopying or otherwise. Personal searches at the VO are free, as they are for students, but there are charges for non-personal use. Payment in these offices is by cash or cheque.

Physical access

6.7 Access to services: Most repositories require visitors to negotiate stairs (NLI, ROD). The NA reading room is located on the 5th floor, access to which is by lift. The GRO also has a lift, to the 1st floor Research Room. The VO archives are located in the basement. Access to the GO is by means of steps from the street and there are also stairs inside the building.

6.8 Ordering documents: Some documents in the NA and NLI are available on open shelves in the respective reading rooms. In the ROD visitors can access the indexes and books of memorials themselves. Most documents at other repositories have to be ordered. This is usually straightforward but does involve a waiting period. In the NA documents are not delivered to readers from 12:45 to 14:00 or after 16:30. Archives stored at the Four Courts are produced the following working day at 13:00. It is recommended to check the location of archives by telephoning in advance before visiting the NA.

6.9 Nature of documents: Generally records are available in either the original format (manuscript), on microfilm or microfiche, or in print. There can be problems posed by each of these. Original format documents can be cumbersome, especially those at the ROD where the bound volumes are large and heavy; microform records can be difficult to read and pose particular problems for those with poor vision; those records in print are generally easiest to deal with as they can be rested on library stands and magnifying sheets placed on them for ease of legibility. The indexes at the GRO are in a large format but are generally not very heavy. An advantage with digitised records is that the font size can be adjusted to suit the user. Also larger than normal monitors and other aids to use can be provided.

Information available on services and holdings

6.10 Information leaflets: The NLI and NA both have leaflets for genealogists. These indicate the holdings that are of interest, contact information for professional genealogists, addresses of genealogical indexing centres and so on. The ROD has a sheet detailing opening hours, charges and fees. The GRO has a sheet explaining how to use the indexes, but no other information sheets are available. The VO has no leaflet for visitors indicating opening hours or other general information.

6.11 Online information: The Internet is an important, easy to use source of information for visitors in planning their trip to Ireland. Most repositories (GRO, NA, NLI, ROD) have websites that can be consulted before a visit. Some websites are more informative than others. For instance, the NA have a page devoted to genealogy and also include the Transportation database online. Included in this website are the archives of the Ordnance Survey and a townland index. The VO and the GO do not have websites.

6.12 Staffing: The NLI is the only repository addressing the needs of genealogists by providing a tailored service. By having this service the workload of the library staff is reduced, as once the genealogists come to the reading room desk their queries are more focused. Members of APGI are contracted to interact with genealogists in the new genealogy service at the library. Visitors do not need to apply for a reader's ticket in order to use the service. The contracted APGI members advise visitors on the basis of their queries as to what sources they might use and where to go. The room has copies of the CD-ROMs 'Index to Griffith's Primary Valuation' and John Grenham's 'Irish Record Finder' on three computers. Also

available are the index to RIC records on microfiche and the microfiche index to Griffith's Primary Valuation. There is also a small reference library in the room including Index of Surnames or Householders Index. The room remains open when unattended.

6.13 In other repositories genealogists' queries are dealt with by general staff and there are no special facilities to meet their requirements.

7. Repositories: Public Libraries

- City and County Libraries

7.1 As part of the background research for this report, a questionnaire was sent to 32 City and County Librarians. (See Appendix 9.) Twenty-seven returned completed or part completed questionnaires. Information given in replies generally seems to refer to the library at headquarters or to the library where the Local Studies unit is located. The following is a breakdown of responses received to the questionnaire.

Location

7.2 There are four city libraries (Cork, Dublin, Limerick and Waterford) and 29 county libraries. Of these Dublin has a joint city and county library authority. The Dublin area is served by Dublin City and County Libraries, South Dublin County Library, Fingal County Library, and Dún Laoghaire/Rathdown County Libraries. The headquarters of the county libraries around the country generally are located in county towns with branches and mobile libraries. Local Studies departments, where documents of genealogical interest are often located, are usually located in the headquarters.

Public opening hours

7.3 Most libraries are open five days per week. Nine are open on Saturdays, seven are open six days a week. Opening hours vary but generally libraries are open between 10:00 and 17:00 with closures for lunch.

Public access

7.4 Readers' tickets: Public libraries are open to visitors at no fee.

7.5 Charges and fees: There is no charge to use facilities offered by libraries, other than photocopying. Material cannot be borrowed without a readers' ticket for which there is a charge.

Physical access

7.6 Remote queries: Eight libraries expressed a preference for visitors to attend in person; four preferred postal enquiries; fourteen expressed no preference. One library as well as expressing a preference for postal enquiries could also handle email queries.

7.7 Access to services: Public libraries are located in a variety of buildings. Some are custom built while others are a variety of buildings.

7.8 Ordering documents: Most documents are on open shelves, though public libraries often have storage facilities. Nine libraries have computerised records (e.g. parish register information, gravestone inscriptions).

7.9 Nature of documents: Documents tend to be in printed editions of sources although records are also available in microfiche or microfilm. Public libraries tend to have much local material as well as more generally applicable documents. Local material includes collections

of maps, photographs, family papers, and local authority records, for instance, Board of Guardian Minutes, estate papers, Lawrence Collection (photographs), Ordnance Survey maps, local newspapers, gravestone inscriptions, and electoral registers. Records date from the 17th-20th centuries. Three libraries use records produced by the Church of the Latter-day Saints, e.g. International Genealogical Index. Six libraries use an archival standard to store documents, three of which adopted a standard within the last two years. One other library is preparing to use a standard in its new building.

Information available on services and holdings

7.10 Advertising: Libraries do generate publicity material. Twelve claim to have advertised their genealogical service. This is done by means of brochures, general library literature, website, exhibitions, in local media, and featuring in tourism literature. Twenty have contact with their local tourist office, with twenty libraries signposted (not always the same ones).

7.11 Online information: Nine libraries have websites, with two further sites in preparation. The Library Association of Ireland, on its web-site, has links to public libraries with sites.

7.12 Staffing: Genealogical information is generally located in the Local Studies department. Twenty-one libraries have staff assigned to deal specifically with local studies/genealogy queries. Twenty-four libraries have staff who are either qualified librarians or have extensive experience of library work. One library directs queries to the local indexing centre; another's local studies department is staffed by attendants who are local historians.

Other

7.13 Visitor use: Visitors include postal, email, and phone queries as well as actual visits. Twelve libraries keep records of visitor use, including one which does not calculate genealogical visitors separately. Visitors come from Europe, USA, Canada, Australia, New Zealand, and South America.

7.14 Links outside libraries: Nineteen libraries have links with external bodies and associations. These include local history societies including their journals, local genealogical indexing centres (nine), Irish Family History Society, major repositories (NA, NLI, RCBL, Ordnance Survey), and local museums.

7.15 Ways in which genealogical records could be promoted: Concerns were expressed about the duplication of effort between the libraries and the genealogical indexing centres, and also about lack of communication and advertising with groups and bodies about location of information.

7.16 Some libraries expressed the view that they would like to continue providing a free service and the example of Australian libraries which provide civil and church records was mentioned. Other ideas put forward were more emphasis on using primary source material in school curricula, e.g.

- a guide to variety of repositories
- nationalisation of all repositories in the long-term
- standardisation of genealogical indexing centres
- put records on internet
- workshops for public
- teaching packages for schools
- genealogy packs for public
- The importance of local facilities was mentioned: one library claims that users do not want to travel to city centres. Another pointed out that library staff have professional qualifications and are experienced in the information retrieval skills necessary to query databases.

7.17 Issues arising: Resulting from the questionnaires sent to the libraries, the following issues were identified. Libraries see a duplication of services and resources between the various agents offering a genealogical service. It is perceived that there appears to be a lack of acknowledgement of public libraries' potential in the development of a genealogical service. A few libraries mentioned lack of funding, and it was claimed that in order to develop genealogical services adequate resources are required, e.g. funding for staff and facilities.

7.18 Three libraries mention the fees charged by genealogical indexing centres, described as "excessive" by one, and the fact that public libraries do not charge, even though the centres use public library facilities. In connection with fees charged by the genealogical indexing centres, a library mentions the mediated service provided by them and that for some genealogists this is unacceptable as "for many people the fun is in the chase".

8. Repositories: Religious Bodies

- Representative Church Body Library and local clergy for Church of Ireland registers
- Local parish priest for Roman Catholic registers
- Baptist Historical Society, Presbyterian Historical Society, Methodist churches, Dublin Friends Historical Library, Irish Jewish Museum

Location

8.1 Records of religious bodies are dispersed throughout the island of Ireland. The Irish Jewish Museum, the Representative Church Body Library and the Dublin Friends Historical Library are located in Dublin. The Presbyterian Historical Society is in Belfast as is the Irish Baptist Historical Society. Information on Methodist records should be addressed to the church closest geographically to the area of interest.

8.2 Local clergy are listed in various directories, e.g. Irish Catholic directory or Church of Ireland yearbook.

Public opening hours

8.3 The RCB Library is open Mondays to Fridays 09:30 to 13:00 and 13:45 to 17:00. The Dublin Friends Historical Library is open on Thursday mornings 10:00 to 13:00 and 14:00-16:00, and the Irish Jewish Museum is open May to September Sundays, Tuesdays, Thursdays 11:00 to 15:30; October to April Sundays only 10:30 to 14:30.

Public access

8.4 Readers' tickets: At the RCB Library an application for permission to read archives and manuscripts must be completed including the name of a personal recommendation.

8.5 Charges and fees: There is no charge at the RCB Library. The Irish Jewish Museum has no charge although donations are appreciated. Similarly the Dublin Friends Historical Library has no charge but visitors may give donations. The RCB Library recommends that local Church of Ireland clergy be offered a fee of £5 an hour for searches of records in local custody.

8.6 Certified copies of entries in parish registers can be issued by local Church of Ireland clergy or by the certifying officers in the repositories. Certified copies of entries in baptisms, burials and marriages before 1845 cost £5 each.

Physical access

8.7 Access to services: It is a statutory requirement under the terms of the Constitution of the Church of Ireland that registers be made available to researchers or their agents. However,

clergy in parishes are not required to conduct searches on behalf of researchers. The reading room, catalogue room, etc. is located on the first floor of the RCB Library. The Dublin Friends Historical Library is open to the public and is located on the ground floor in one room.

8.8 Ordering documents: Documents are ordered in the usual way in the RCB Library and brought to the reader's desk in the Reading Room. To request a search of records in the Irish Jewish Museum, write enclosing a family tree.

8.9 Nature of documents: Photocopying of parish records is forbidden by the RCB on all occasions. Photography from parish records may only be undertaken with the written permission of the owner of the copyright. At the Dublin Friends Historical Library not all documents may be photocopied depending on age and condition.

Information available on holdings

8.10 Information leaflets: The RCB Library has a leaflet on genealogical holdings as well as about the library in general.

8.11 Online information: Both the RCB Library and the Irish Jewish Museum have web pages. These give information about holdings, opening times and how to go about beginning a search.

8.12 Staffing: The RCB Library has three full-time staff, including two professionally trained archivists. The Irish Jewish Museum is staffed by a curator as is The Dublin Friends Historical Library.

9. Repositories: Private Sector Agencies

- Genealogical indexing centres countrywide

Introduction

9.1 In general, the genealogical indexing centres hold copies of material of genealogical interest. The medium used is, first, card indexes of data taken from e.g. registers (whether civil or religious), from the 1901 and 1911 census, and from the Tithe Applotment Books and Griffith's Primary Valuation of Tenements; secondly, the information from the cards is input to a computer database. Other sources than the universal sources are also being indexed.

9.2 As part of the background research for this study, a questionnaire was posted to a total of 34 centres, i.e. thirty centres affiliated to Irish Genealogy Ltd. (IGL) and four other centres. (It was later ascertained that one of the IGL centres is not currently functioning.) Twenty-seven have returned questionnaires (twenty-four from IGL centres and three others). The analysis detailed here covers all centres and not just those affiliated to IGL. Geographically, one county, Louth, and part of another, West Cork, have no centres. (See Appendix 8.)

9.3 Irish Genealogy Ltd. has as part of its main objectives the aim of "promoting and developing in the island of Ireland a genealogical service for those seeking information on their Irish ancestry – of these services to benefit and assist in the development of local communities and in the development of tourism and to market these services at home and overseas." (IGL submission to the Heritage Council, October 1997)

9.4 The Irish Family History Foundation, to which most genealogical indexing centres are affiliated, acts as the largest provider of family history research services in Ireland. IFHF centres are users of state services, though they seek to produce copy genealogical information on to computer for their own catchment areas only. The centres are distinctive in that, unlike the state services, users are not permitted to directly use the records thus made and also, charges are levied for mediated searches of the databases.

Affiliations

9.5 In answer to the question “Are you affiliated to the Irish Genealogy Project (IGP) co-ordinated by Irish Genealogy Ltd. (IGL)?” twenty-four responded affirmatively. In response to the question “Is the centre a member of the Irish Family History Foundation?”, twenty-four answered yes. When asked how many meetings a year are held with IGL, there was a range of answers. Most replied that meetings have been held with IFHF, not IGL, and the number of meetings per annum ranges from 12 down to 2, the most common answer being four meetings per annum.

9.6 Twenty-one centres claim to have communication links with other genealogical indexing centres. Sixteen have arrangements either to pass on the names of professional genealogists to visitors, provide a reduced rate for APGI and AUGRA members, or conduct research for APGI members. Other external contacts include county councils, county libraries, the Irish Family History Society, local historical societies, Australian and American societies (a non-IGL centre), Federation of Local History Societies, Irish Museums Association (two centres), Industrial Heritage Association of Ireland, and tourist bodies.

Information Returned on Creating the Database

Number of genealogical records

9.7 The ‘universal sources’ are defined as:

- church records: all denominations, mostly since late 18th and early 19th centuries
- civil records of births, deaths registered since 1864; non-RC marriages since 1845
- Census of Population 1901
- Census of Population 1911
- Griffith’s Primary Valuation of Tenements (1848 to 1864)
- Tithe Applotment Books (1823 to 1838).

9.8 In the 1996 Report on Value for Money Examination The Irish Genealogy Project, it is stated that “The total number of records from universal sources to be captured by the IGP database is estimated to be around 29 million” (paragraph 3.4), see Table 1.4.

Table 1.4 TARGET NUMBER OF RECORDS FROM THE IGP DATABASE, BY TYPE (1996)

Type of record	Estimated number of records (millions)
Church records of births, marriages and deaths	14.5
Civil records of births, marriages and deaths	6.4
1901 Census of Population entries	3.2
1911 Census of Population entries	3.1
Griffith’s Valuation records	1.1
Entries in Tithe Applotment Books	0.7

All universal records	29.0
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From Report on Value for Money Examination, no. 14, Comptroller & Auditor General 1996, Table 3.1

Progress in compiling the database

9.9 None of the IGL centres have completed the task of computerising their target records by August 1998 (see table 1.5). Reasons for non-completion include

- not all geographic areas served by IGL or other centres (County Cork (west) has no centre; County Kerry has no access to RC records)
- some centres began indexing later than others
- general and localised problems with access to some types of record
- resources (personnel, finance, equipment) being unavailable.

9.10 Taking 29 million, calculated by the Office of the Comptroller and Auditor General in 1996, as the estimated total number of records to be computerised, table 1.5 shows the estimated number of records to be indexed.

Table 1.5 PROGRESS OF COMPUTERISATION OF TARGET RECORDS

	Est. no. (millions)	% of total no. July 1996 1	% of total no. Dec 1997 2
Records in IGP centres	9.8	33.8%	50%
Records in non-IGP centres	3.8	13.1%	?
Inaccessible records	7.3	25.2%	
Accessible records not yet on IGP system	8.1	27.9%	50%
Total potential computerised records	29.0	100.0%	100%

Modified from (1) Report on Value for Money Examination, no. 14, Comptroller & Auditor General 1996, Table 3.2, and using information from (2) IGL letter to Heritage Council 31/07/98

Geographical coverage

9.11 Thirty functioning centres in IGL, four non-IGL. West Cork and Louth are not served by any centre. One non-IGL centre describes itself as a 'diocesan centre'. There are non-IGL centres in Westport, Inishowen and Tipperary town.

9.12 There was an IGL centre in Bandon, West Cork, but this is now defunct, with apparently approximately 1/2 million record cards in existence.

9.13 Apparently records for Louth were originally entered in the Armagh diocesan centre. This centre closed and moved elsewhere in Armagh; Roman Catholic records are with the Archbishop of Armagh.
Establishment of centres

9.14 The Irish Genealogical Project began in 1988. Some thirteen centres began indexing genealogical records before this.

Management of centres

9.15 Fifteen centres are limited companies. Three centres have charitable status; two centres are voluntary; one centre is run by a registered friendly society; one is a 'diocesan centre', another a 'clann centre'; four have unknown status.

9.16 On a day-to-day basis centres are managed by co-ordinators. These people report to a board, and look after the daily work of the centre: indexing and research. Although the questionnaire did not enquire specifically about the relationship between indexing and research, some centres verbally reported that the indexing and research are conducted discretely and are considered separate activities.

Access to records

9.17 According to 1996 figures (Comptroller & Auditor General report, §3.14) centres do not have access to an estimated 7.3 million records for the areas they serve. There are general problems with access to the 1911 Census of Population and localised problems with access to church records, particularly Roman Catholic.
1911 Census

9.18 The original 1911 Census of Population forms are held in the NA, Dublin. These are being currently microfilmed by the Genealogical Society of Utah (LDS). This project was begun in 1996 and was estimated then to take 3 1/2 years to complete. There are about one million census forms. Reproductions of the microfilm will then be available for purchase by the genealogical indexing centres and public libraries, etc. As the census is being microfilmed on a county-by-county basis, some counties have begun indexing the relevant records but this is by no means a widespread practice. Currently only two centres have indexed records from this census.

9.19 The 1901 Census has already been microfilmed and fourteen centres have begun indexing it. Copies of the microfilm are available for purchase from the NA.

Civil records

9.20 The GRO, Dublin, holds a central record of all births, marriages and deaths, and indexes to it are available for public inspection. The original registers are held in superintendent registrars' offices around the country that are under the supervision of the health boards. The central record is currently being digitised at the GRO's office in Roscommon. It is estimated that there are 21 million records from the start of registration to date.

9.21 Currently fifteen centres claim to be computerising records from the civil registers. Eighteen centres claim a relationship with the civil record authorities, e.g. local Health Board, or the local Registrar of Births, Deaths and Marriages. Seven centres that have such a relationship are not computerising records themselves but, except for one, the registries concerned carry out searches on behalf of the centres. One centre has an agreement with the local health board to computerise civil records up to 1900 for the area, except for causes of death. One centre claims to have indexed 100% of civil records for its area.

Local access to religious records

9.22 Church records are important as a source of genealogical information as they can pre-date civil registration by up to a century.

9.23 Church registers of various denominations are held in several locations. Pre-1869 Church of Ireland registers are public records for which the NA is responsible. After this date registers are held by either local clergy or the RCB Library. The RCB Library has drawn up guidelines for clergy for use when dealing with requests from the centres for registers. The RCB Library cannot permit borrowing of original registers, they must be microfilmed at the centre's own cost. Registers in the NA cannot be loaned.

9.24 Thirteen of the centres claim to have legal agreements with the RCB Library. This includes one centre that cannot gain access to the registers of all parishes in its catchment area due to restrictions imposed by local clergy.

9.25 Roman Catholic registers are held locally by parish clergy. There are copies of registers up to 1880 available for consultation on microfilm in the NLI. Access to some of these is restricted by episcopal authority.

9.26 Nineteen of the centres responding claim to have legal agreements to use Roman Catholic parish registers. One other centre has partial access to records following the permission of a parish priest but does not have access to the diocese as a whole. One centre which is not affiliated to the Irish Genealogy Project describes itself as a 'diocesan centre' and appears to currently devote itself entirely to the records of the diocese. Requests to use the microfilm copy of registers for this diocese (at the NLI) are directed to this centre. One centre claims to have indexed 100% of 'church' records with two other centres close to completion with 99% and 95% respectively. Another centre claims 100% for church records except for nineteen Church of Ireland parishes.

9.27 Six centres have agreements with other denominations, e.g. Presbyterian, Methodist and Society of Friends, to index records for their area.

Availability of Resources

Computer systems

9.28 Twenty-two centres use the IGP-supplied Digital MicroVAX with its specialised database software; fourteen have PCs; ten have both PC and MicroVAX; one uses an Apple machine only; four only use PCs; eleven have a MicroVAX alone.

9.29 The MicroVAXes are loaded with commissioned software for record input. The operating system is VMS. Other database software used (on PCs) is Microsoft Access, dBase 3+ and dBase 4; spreadsheet software Excel; word processors Microsoft Word, and Microsoft Works; DTP package Quark Xpress; presentation software PowerPoint; mail user agents; web browsers; and genealogy software Personal Ancestral File Family Origins.

9.30 Eighteen of responding centres state that the computer database is not readily convertible to another format. However, the genealogical database application designed to be used by the IGP centres can be exported to other formats: a software programme developed by the Ulster Historical Foundation in collaboration with Queen's University Belfast is available. This programme, which is DOS-based, can be used both to input and search records.

9.31 The amount of records indexed and speed of indexing are affected by the available number of terminals that can be used. Some centres report that the original terminals do not work. The numbers of available, working terminals (including other computers) varies from 3

to 12, the average being 7. For centres who only have a MicroVAX machine the average number of terminals is 5.

Staffing of centres

9.32 Twenty-three centres have full-time managers/ supervisors/ administrators. Fourteen managers have a primary degree. Sixteen managers claim work experience ranging in periods from 1 to 30 years.

9.33 Records are indexed at twenty-three centres by FÁS trainees, with an average of 13 trainees per centre. At any one time the number of trainees in individual centres can range from 36 in one to 1 in another. Centres which do not have trainees are staffed by volunteers or paid for by research income or the supervisor or have no staff. The trainees receive a period of training ranging from "on the job training" to periods of six weeks.

9.34 One centre commented verbally that they have no input to the FÁS training scheme selection of candidates, and so are training people who have no interest in genealogy and who in turn are dissatisfied both with the subject matter of work to be done and with the lack of modern computer facilities at the centre.

Completion timetable

9.35 Sixteen centres claim to have set targets, nine of which state a completion target date, the remainder claiming to have set no completion date. Of the ten centres which responded affirmatively to the question "Has a completion date been set?" and answered the question "What is the completion date?", six centres have a target date of 1999 (but not necessarily for their whole database), one centre 2000, one 2002, one the year 2003, and one answers that the date is under review.

9.36 When asked what is the percentage of total records computerised, eighteen responded with a figure.
Accuracy of data capture

Setting standards and procedures

9.37 An IGP Genealogical Procedures Manual was issued in August 1991. This is divided into:

- Part A: Management
- Part B: Administration
- Part C: Data take-on conventions
- Part D: General Procedures
- Appendices.

9.38 The manual deals only with church records and states that manuals for other records will be produced. As yet these manuals have not been produced.

9.39 Critical errors are defined and where 10 in 3,000 records (0.3%) are found to have a critical error then it is recommended that the batch of work needs to be redone.

9.40 Eight centres claim to use the IGP standard, six IFHF (although one with local modifications), six local schemes, two no answer, one IGP/IFHF, two IGP/FÁS, one IFHF/FÁS, one Digital. The standards were adopted on dates ranging from 1976 to 1991.

9.41 Surname standardisation is an important issue. This appears to be dependent on local knowledge and willingness to carry out the task. The IGP Genealogical Procedures Manual gives some guidance but in general this issue appears to be left to the people on the ground.

For instance, one centre's list is amended on a regular basis by a local librarian. This list is also used by another centre.

9.42 In 1988 the Parish Record Guidelines were published under the auspices of FÁS. These were intended as "a practical, working guide to the day-to-day running of an indexation project."² The guidelines are now superseded by the IGP Genealogical Procedures Manual.

2. Doran, 1988.

Testing of data

9.43 Twenty centres claim to test data while twenty report that data are checked either by means of FÁS sweep audits or by proof-reading from the original source. Ten centres responded to the question "What is the critical error rate?".

9.44 One centre claims that their rate is less than 1 in 400 (0.25%); three centres report rates of 2% (1 of these relating to church records only); one centre reports 3.2% in 1996; one centre reported 0% ("no errors were noted during testing"); another centre claims that if a rate of 5% is detected then each entry in the batch is checked by the supervisor.

9.45 As to how accuracy of indexing is established, six centres mention the FÁS heritage consultant, the Heritage Advisory Service from FÁS headquarters in Dublin, a FÁS sweep audit (2% error rate in February 1998), being audited by FÁS guidelines, and comprehensive checking procedures in the FÁS training manual.

9.46 Centres adopt different attitudes to accuracy. One centre claims that the error rate is "unimportant if researchers can and do check the data supplied to clients", another says that no critical error rate has been established but there are very high standards, yet another claims that while they do not have the time or the personnel to do a full-scale check they do correct errors once spotted.

Conclusions

9.47 According to IGL figures (December 1997) 50% of estimated records remains to be done. This includes 21% that are in areas covered by no centre or centres not fully operating.

9.48 In order to bring the project to completion the following issues will need to be dealt with:

- the resources needed will have to be identified and sourced;
- areas currently not covered by IGL centres or other centres will need to be included;
- 1911 census will need to be indexed once microfilming has completed;
- agreement will have to be reached with both civil and religious custodians to access records;
- common standards of database format, and data input (e.g. surname standardisation, which elements of records) need to be formulated;
- level of critical errors in the computer records will have to be ascertained and reduced.

Service Delivery

9.49 "The long-term objective of the Project is to boost tourism, using Genealogical Reports as a vehicle to encourage people to visit the country of their ancestors" IGP Genealogical Procedures Manual (1991), p.3.

9.50 By highlighting the fact that the genealogical indexing centres could provide a research service (remotely or in person), it is hoped that people would become aware of their background and thus visit Ireland. Also the centres would, it was hoped, attract those tourists who already knew of their Irish ancestry but would like to discover more.

IGP service delivery model

9.51 The model devised was that of a central body with a network of local centres. The central body, with marketing, quality products and a centralised index, would co-ordinate activity. Marketing would attract the tourist, and by means of the index the particular location could be identified and visited by the customer who would be offered a product standardised in terms of price and quality.

Marketing and market research

9.52 Eight centres claim to have a marketing budget; two of these are in the same county and share marketing plans. Centres are advertised by means of genealogy magazines, internet, Bord Fáilte and local tourist offices, brochures, Irish embassies, local and national press.

9.53 Ten centres claim that they have market research plans. One centre cites the recent establishment of a genealogy marketing company for the area. Twenty-three claim contact with their local tourist office, thirteen that their centre is signposted.

9.54 Fifteen of the centres claim to have a webpage of which eight are through the IFHF page. The IFHF page received 500,000 hits in 1997. Two centres in one county received 80,000 hits last year. Another centre reports 1,700 hits in six months this year, while another claims 40-50 hits per week and increasing. Eleven centres who report having a webpage were not able to say how often it has been accessed.

9.55 Despite all IGP centres having pages linked to the IFHF homepage, some centres have also created separate pages or are in the process of so doing. Many of the centres are also advertised on the Bord Fáilte pages.

9.56 Twenty-four centres when asked estimate that visitor numbers will increase. This feeling is based on "general trend", and past experience. The increasing use of the internet is mentioned by five centres.

Standardisation of product and price

"Consultancy reports on the IGP in 1990 and 1993 emphasised the need for the project to be more customer oriented. They also found that

- there was a lack of consistency in the quality, price, content, shape, packaging and delivery of genealogical research to customers
- potential related merchandising opportunities by developing complementary products (surname histories, heraldic research and artwork, etc.) are not generally promoted."

From Report on Value for Money Examination, no. 14, Comptroller & Auditor General, 1996, §4.10.

9.57 Thirteen centres report selling products such as keyrings, local history publications, genealogy magazines and other books, journals, surname histories, tours, and family history reports.

Creation of a central signposting index

9.58 The need to have a central index that customers can query in order to pinpoint the location of greatest interest to them is seen as essential by many stakeholders. This has not begun. It was reported in 1996 that no agreement had been reached between IGL and the centres as to what data would be supplied to IGL in order to create the index.

9.59 As an example of the number of people interested in genealogy, the NLI currently runs a service, formerly located at the GO, which offers assistance to those beginning a search. It is free and open to all. Currently APGI members contracted by the library to offer this service have c.50 sessions per day.

Business levels

9.60 In 1990 a business plan **3** estimated that 15,000 commissions generating revenue of £750,000 would be carried out in 1995. These include centres in Northern Ireland.

3. Conlan International Consultancy Ltd., 1990.

9.61 In the questionnaire the centres were asked whether they receive income. Revenue in twenty-five centres was generated from research services, despite the partial development of the computerised database.

9.62 Seventeen centres divulged how much income from research fees and/or other sales has been received during the last two years giving a total of £210,171.90 or an average of £7784.14 per centre. The highest income reported was £32,000, the lowest £1,542 (1996). Two centres receive no income for various administrative reasons.

9.63 Comparing the figures given for income to annual budget, no centre earns an income to cover its annual budget. Percentage of income (research fees and other sales) over annual budget (running costs including FÁS grants) runs from 2.7% to 70%.

9.64 Centres were also asked about whether they permitted visitors and, if so, how many they have had. Two centres receive no income from visitors, i.e. are not open to visitors. Twenty centres responded with figures on the number of visitors to their centres: the number of visitors to centres ranged from 18 to about 2,000, the average number of visitors being 1,115 per year. One centre is part of a wider tourist attraction and could not break down its figures.

9.65 By far the largest group of visitors was from the United States of America, followed by European (including Irish and British), then by Canada and Australia, roughly equal, and lastly New Zealand. Visitors from South Africa were also mentioned.

Type of research service offered

"The family history research services offered by local centres are classified as

- full service, which means that the centre undertakes family history research covering whatever records are relevant, even if the necessary records are not yet computerised or available locally;
- partial service, which involves the local centre carrying out research on whatever records they currently have computerised or to which they currently have access at their premises."

From Report on Value for Money Examination, no. 14, Comptroller & Auditor General, 1996, §4.20.

9.66 Using the same definition as above, centres were asked whether a full or partial research service was provided. Twenty-five centres offer a research service of which eighteen offer a full service. This is related to start date of centre and access to records. Thirteen centres began indexing before 1988 of which nine offer a full service. Not all of the centres who offer a full service began before 1988: six began in 1988, three in 1989, one in 1990, and one in 1991. This compares with the statement in 1996 that "All of the centres which offer a full service commenced the compilation of genealogical record information before 1989." (Report on Value for Money Examination, §4.23.) One centre of those which returned questionnaires does not offer any service: it started in 1994.

9.67 Two centres claim to allow direct access to the records by visitors, and another if clergy request

Service charges

9.68 Two centres give no information about their fees claiming to follow the IFHF standard. A third centre supplies its fee saying that they follow IFHF standards:

- assessment fee (“varies from centre to centre”)
- baptism record
- one family
- 1901 Census.

9.69 The range of fees in other centres is as follows:

Assessment/ application/ registration /preliminary fee: five £50; five £30; one \$40, one \$30, one £20, three £15; one includes a deposit of £5 in a record search, another charges a registration of £5 with a minimum research fee of £20, another has a rising scale depending on number of parishes searched beginning at £15 for 1-2 parishes (no registration fee.)

Family history report/ report: ranging from £20-£250.

Location search: two charge £25; another charges £25 for 1-2 parishes, £30 for 30 parishes and £45 for 46 parishes (direct line of ancestry only); one charges £35 for a county search or £25 for a parish search.

Records: Birth, Marriage, Death records: £10 per record, or £25 per family;
1901 Census: £10-15 per household;

Griffith’s Valuation: £10 per household

Tithe Applotment: £10 per surname per parish.

9.70 One centre charges \$30 initially, \$60 if there are results. Another centre charges £50 based on records searched; one charges £25 per query plus £25 per family; another £5 per source or £20 per family; another charges a flat fee of £50.

Service delivery time

9.71 Of the centres which provide a research service, when asked how long does the average search take the most common answer is that it varies or that each query is individual. One centre charges £50 for a next-day service

9.72 The longest time specified for an ‘average’ search is a period of six months, and three centres claim 3 months to produce a report. A location or record search can be carried out in 2 hours to callers in one centre though this can stretch to 3 and 4 hours for two other centres, and up to a day for another centre. One centre reports a backlog of six weeks, and another claims that in the summer the backlog can be from 8 to 12 weeks.

Funding and Management **Funding of centres**

9.73 Sources of funding are various. The most common source of funding comes from FÁS Community Response and Community Employment programmes. Twenty-four centres are ‘staffed’ by FÁS trainees who work on the indexing. FÁS pays trainee allowances, materials grant and supervisor’s pay.

9.74 Funding also comes from LEADER grants (three centres), local authority grants (ten centres including from county libraries), Programme for Peace and Reconciliation 1998-99 (one border centre), research fees (fifteen centres, although elsewhere in the questionnaire twenty-four centres claimed to receive an income from services), self-financing (including volunteers and 'supervisor's pocket'), and fund raising (eight centres, e.g. book sales and church gate collections). One centre claims that from spring next year the centre will run on its own funds and an overdraft (current income as supplied is 70% of annual budget).

9.75 Eighteen centres claim to have plans to seek or have sought external funding. Although not asked to specify from where, some centres responded with LEADER grants (two centres), Programme for Peace and Reconciliation (funding for management and marketing until 1999 already successfully received), and local authorities (two centres, one unsuccessfully).

Management of centres

9.76 Fifteen centres are limited companies; two are voluntary, three have charitable status, one is a registered friendly society, one is part of the associated archives, one is a 'diocesan centre', one is a 'clann centre', three are unknown (see Table 1.1, 'Status of repositories'). Ten centres claim to produce annual reports or accounts, including one that is a verbal account to the AGM.

9.77 On a day-to-day basis the centres are run by co-ordinators, and only three of these centres are not staffed full-time. Boards of directors in the case of limited companies oversee the centres. Membership of the boards includes e.g. county librarians, managers of the centres, representatives of the churches, local councillors, and FÁS.

Conclusions

9.78 The conclusions of the 'Report on Value for Money Examination' (1996) can be repeated here:

"4.29 The ability of the IGP to meet its primary objective of increasing tourism numbers is contingent on its being able to deliver genealogy-based products, particularly family history research, to its target market. The establishment of a central agency to carry out market research, marketing, product development and quality control was planned at the outset but has only recently been activated.

"4.30 Business levels for centres participating in the IGP have not increased to the projected levels. The ability to offer a standard range of services at common prices, identified as a business development priority in 1990, has not yet been achieved."

From Report on Value for Money Examination, no. 14, Comptroller & Auditor General, 1996.

9.79 The centres are not offering a consistent product across the country. The databases do not yet include the universal sources for all areas, and the central signposting index has not begun. There are problems with access to records that hinder the completion of the databases, and thus full research services cannot be offered.

9.80 There is no facility for the public to access the records themselves: a mediated service only is provided. The power of the Internet needs to be harnessed, whether by offering a pay-per-view service or a timed service. The technology is available.

9.81 The assumption seems to be made that genealogists require reports and not just items of information. The charges made to apply for the service provided are set too high for the user who does not seek a report. This does not fulfil the need that genealogists have for information. The centres are providing a niche service of family history reports.

9.82 It is not clear which geographic area a centre covers. One is explicitly a diocesan centre and so is clear enough, but there are others which are divided counties indicated by 'North' and 'South' or 'East' and 'West', although it is not clear where the boundaries are. Other centres claim to be county-based but do not have access to all records for the area; this is a disappointment to visitors.

10. Location Of Information Of Genealogical Interest Outside The State

10.1 This section is a brief indication showing the variety of material of Irish interest available abroad. The following information is not intended to be definitive, serving as it does to indicate potential research materials extant throughout the world.

Church of the Latter Day Saints And Irish Records

10.2 The first filming of Irish records by the Genealogical Society of Utah (GSU) began in 1948 with the manuscripts in the GO, Dublin. It is thought that the present collection of microfilms amounts to over 10,000 reels.

Availability of the Collection:

10.3 In 1964 a system of family history centres was established to give people access to the Family History Library's resources. There are two centres in the Republic: Dublin and Cork. All centres are operated by the Church of the Latter-day Saints and are open free to the public. Film can be ordered from Utah at a minimal fee for use at a centre. The centres are operated by voluntary staff.

10.4 Some records are also available online from a family history centre, e.g. Scottish church registers pre-1858, Social Security Death Index (USA). FamilySearch, on CD-ROM, is available for purchase at a reasonable cost. This includes the International Genealogical Index, parish register information, etc.

10.5 See Appendix 5 for details of records on microfilm.

National Archives and Records Administration, Washington DC

10.6 The major source is passenger lists, dating from 1820. See Appendix 5 for holdings relevant to Irish ancestry.

New York Public Library

10.7 See Appendix 5 for holdings relevant to Irish ancestry.

Public Record Office, London

10.8 Sources at the PRO in Kew include wills of Irish people who died with goods in England, records of Irish tontines in the 18th century, Royal Irish Constabulary records, British Army, Royal Navy, and the Irish Revenue Police. See Appendix 5 for further details.

10.9 The Family Record Centre in central London hold copies of PRO records that have been microfilmed, e.g. censuses from 1841 to 1891, registered copies of wills and administrations up to 1858, non-parochial registers from 1567 to 1858.

Public Record Office of Northern Ireland

10.10 The Guide to Church Records, available in the Search Room, lists alphabetically churches of all the main denominations who have records deposited at PRONI. Pre-1870 Church of Ireland registers survive for about 200 parishes in Northern Ireland and virtually all of these have been copied by PRONI. Presbyterian and Roman Catholic church registers

were not kept as systematically as those of the Established Church and few have survived for the period before 1800. All surviving Presbyterian church registers are copied by PRONI, and microfilm copies of Catholic parish registers, 1830 to 1880, covering the province of Ulster are available in PRONI. Other denominations for which PRONI has records include the Methodist church, the Moravian Church and the Society of Friends.

National Archives of Australia

10.11 The major source for information on Irish emigrants to Australia are the passenger lists starting in 1852. These are available from the Archives offices in the State capitals or all at the National Archives main office in Canberra.

10.12 One of the main sources of genealogical information held by the Archives consists of naturalisation records dating from 1903. These include duplicate copies of naturalisation certificates and associated case files. Most pre-1903 naturalisation records are held by various State government archives, but pre-Federation records from the Province of South Australia and the Colony of Victoria are held by the National Archives in Canberra. Microform copies of these early South Australian and Victorian certificates of naturalisation, and their indexes, are held in all the National Archives reading rooms.

10.13 Migrant selection documents are the personal dossiers compiled overseas when a migrant applied under an assisted migrants scheme. Details of the case files of some 200,000 post-World War II migrants to Australia have been entered on the item database, which will soon be available for searching online (1998).

10.14 Most of the reading rooms hold records relating to migrants who were required to register as enemy aliens or who were interned during the two World Wars. In addition, all reading rooms now hold microform copies of a list (possible incomplete), and photographs of World War I internees.

10.15 The Brisbane reading room has microfiche copies of Commonwealth electoral rolls for Queensland from Federation in 1901 to the present day. The Perth reading room holds sets of Commonwealth electoral rolls for electors residing in Western Australia for the period 1914-1996. These consist of printed and official versions of the rolls. See Appendix 5 for further details.

National Archives of China

10.16 The major sources of Irish interest are the passenger records. See Appendix 5 for further details.

National Archives of New Zealand

10.17 See Appendix 5 for further details.

11. Professional Genealogists: Definition, Code Of Ethics, Etc.

11.1 Most researchers who use genealogical material are researching their own family history. There is also another group—the professional genealogists.

11.2 One definition of 'professional genealogist' is:

“A genealogist is one who conducts genealogical research in primary and secondary sources, who assesses the findings, determines further sources or constructs a pedigree, and who compiles a written account of the completed research. A professional genealogist earns his/her living by such work.”

Association of Professional Genealogists in Ireland, Constitution, paragraph 8(b).

11.3 Professional genealogists offer a variety of services. Most professionals conduct research on individual families and may specialise in geographic areas, ethnic groups, time periods, or particular records. They have experience analysing lineages, planning research strategies, and evaluating evidence. Some professionals work independently; others are employed by genealogical business firms, libraries, archives, or other organisations.

11.4 Professional genealogists are not usually licensed by governments or by professional agencies, so private screening programmes have arisen in some countries. Names of professional genealogists (tested and untested) can also be obtained from genealogical periodicals, libraries, archives, and from genealogical and historical societies in the area of interest. In the United States of America, for instance, there are several professional genealogical bodies, e.g. the Association of Professional Genealogists, the National Genealogical Society, the Board for Certification of Genealogists, the National Institute on Genealogical Research. Rules and a code of practice bind members of these bodies. Benefits to members include professional indemnity insurance.

11.5 In the Republic of Ireland, the Association of Professional Genealogists in Ireland is the only professional body. APGI has a constitution and an application process for aspiring professional genealogists. APGI currently has twenty members, three of whom are unavailable for commissions.

11.6 APGI's objects are:

(a) to promote and sustain high standards of conduct and proficiency among Irish professional genealogists;

(b) to associate and co-operate with other organizations, within or outside Ireland, whose objects are compatible with those of APGI;

(c) to promote the study of Irish genealogy.

Association of Professional Genealogists in Ireland, Constitution, paragraph 3(a-c)

11.7 Membership of APGI is open to all professional genealogists who have practised as a professional genealogist for not less than one year on a full-time basis (or for two years part-time), who are resident in Ireland and conducting all or most of their research in Irish records, who are not employed full-time in any other occupation. Members of APGI who take up full-time employment other than as a genealogist cannot be full Members and become Associate Members.

11.8 Application for membership of APGI consists of fulfilling the conditions as set out in the preceding paragraph, and supplying a copy of a report already submitted to a client together with a letter from the client permitting its use in the application process. The Board of Assessors, none of who are current members of APGI, examines applications. Appointments to the Board of Assessors, however, are ratified by members. On being recommended by the Board for membership, the Associate Member is bound by the rules and code of practice adopted by APGI.

11.9 In the event of a complaint against a member, the Complaints Investigation Panel examines the matter and has full power to act. The composition of the Panel is of three individuals appointed by and from the Board of Assessors at its discretion.

11.10 A member or associate member can be disqualified from membership of APGI if either he/she resigns or a majority of members attending a general meeting vote for expulsion of the member concerned following on the recommendation of the Complaints Investigation Panel.

11.11 Most genealogists and companies charge by the hour. There may also be charges for expenses incurred, e.g. travel, photocopies, phone calls, and repository fees. It is very important to ascertain before work begins that an agreement is set out indicating costs, frequency of reports, ownership of the research files, and rights to work done. It is also important to give as full information as possible to the professional about what research has already been done and what search strategy should now be taken. This saves time and money for both parties

Chapter 2: Term of Reference 2

To evaluate the effectiveness, from a cultural perspective, of the state services in place and of other private and state sponsored initiatives taken to promote the use of genealogical records as a cultural resource.

1. The Role of Historical Information in Validating Personal and Communal Identities

1.1 History, as seen by scholars today, means open inquiry into any and every past. This inclusive perspective is quite new even in the West. Not only were Africans, Asians and other natives until recently thought to have no history, so too were manual workers, criminals, children and women. Historians still devote their main efforts to their own peoples. While accepting in principle that history plays a vital role in every human realm, most emphasise the study of their own pasts to the neglect of others.

1.2 The idea of history as universal, and universally accessible, is widely endorsed. Testing the truth is history's chief hallmark. Historians' credibility depends on their sources being open to general scrutiny. Every historical account displays a bias particular to and inseparable from its time and its author; but to be trustworthy a history must conform to evidence accessible to all. It must be largely consonant with other accepted chronicles.

2. Understanding Quests for Personal Roots and Origins

2.1 Knowing our own antecedents is for many a vital legacy. The knowledge of one's personal and family history is crucial for self-knowledge. The individual's desire to fully understand his/her own roots can often initiate one of the most private personal journeys that he/she will ever undertake.

2.2 Increasing societal awareness and acceptance of the lives of past generations have created whole new trends in the practice of history and genealogy. Modern media magnify the past. Genealogy typifies this trend. Increasing media attention to events such as the commemoration of the Irish Famine and the 1798 Rebellion has increased public awareness of history's role in national definition. In turn, this awareness has spawned interest in hunting for one's personal history.

2.3 What our personal histories mean for us as individuals, as members of a family and as a community, is more consciously acknowledged now than ever before. Our personal legacies, through increased knowledge and emphasis on past events, are linked to national and ethnic legacies. Within this context, the demand to understand these legacies has taken on a new shape and context in today's environment.

2.4 These shifts in perceptions about past events have allowed a quest for origins, no matter how humble. Increased access to source material and a growing sense of inclusiveness rather than exclusiveness by custodians of records has opened new paths for those who wish to follow them. Nowadays genealogical study is neither restricted to aristocratic family pedigrees nor a hobby engaged in by the interested few.

2.5 This growing openness has increased the public's acceptance of the past for what it was. The well-known problem which Antipodean archivists experienced, when respected figures would attempt to rip out pages of convict records bearing their forebears' names, is no longer commonplace. It is now more typical of family historians to hope to find either fellow sufferers or "simple, honest, law-abiding" ancestors, in Carol Shields's words, whose "robustly rounded" lives will compensate for their own complex fears and doubts. ¹

1. Shields, 1993, p166.

2.6 The quest for personal genealogies transcends the simple search for facts. The process of uncovering the layers of past legacies can be as embracing as the results that it yields. The poet Michael Coady describes his personal journeys through the archives in his native Carrick-on-Suir and Philadelphia in an essay entitled *The Use of Memory*. This journey started for him with the local parish registers that survive since 1784.

"The individual transience of two centuries of lives densely manuscripted here dismays the heart, yet each entry also embodies a quality of its own immediacy still fluid on the page. There, in hurried Latin flourish of a dead priest's living hand, I can almost touch the particularity of a February day in 1876 when an infant, one day old, was brought here and christened Michael. More than a century later I stand here above the page, my own presence mysteriously enabled within the sacramental moment of this child's initiation, the moment of naming, of water and candles and chrism, of pen and ink and page. My imagination enters a mode for which I coin the word presequence—a knowing return to a seminal moment of the past from its own future." ²

2. Coady, 1997, p.88.

2.7 Later in the essay, Coady states that the purpose of genealogy should not be the "neat assembly of pedigree culminating smugly in self, but its exact opposite: the extension of the personal beyond the self to encounter the intimate unknown of others in our blood."³

3. Ibid., p.89.

3. The Role of Emigrés in Sustaining Ancestral Heritage

3.1 Displacement of peoples fleeing violence, famine and hatred has caused intense suffering for many nations over past centuries. 150 years ago, the Great Famine made exile and emigration customary in Ireland when more Irish lived outside Ireland than in it. The waves of emigration from this country have since continued to ebb and flow as economic, political and social culture dictates.

3.2 Emigration, is not, and was never, an exclusively an Irish preserve. Refugee exodus is now a global commonplace. David Lowenthal describes how "over half of all Palestinians, Liberians, Rwandans and Bosnians, one in three Lebanese, one in four Poles, Mozambicans, Eritreans and Afghans mourn lost homes."⁴

4. Lowenthal, 1997, p.9. 5.

3.3 As people are displaced from their own place, in time they are also cut off from their own pasts. Lowenthal quotes Penelope Lively, who was severed from her own Egyptian childhood by removal to England. Ms. Lively writes, "If you cannot revisit your own origins—reach out and touch them from time to time—you are forever in some crucial sense untethered."⁵

5. Lively, 1994, p.175.

3.4 Quests for roots reflect this dislocation. Genealogical searches are frequently invoked to requite displacement. The more people move around the world, the more they will attempt to grasp at fragments of information about their personal and collective pasts.

3.5 The diaspora are most notable in their active quests for reclaiming their personal histories. Italian-Americans make five out of six ancestry searches in Italy. So many Jews today seek memories of shtetl forbears that East Europeans call them "roots people." The response to the Public Consultation Process, Phase 1, which forms part of this report also confirms this interest. The greatest number of private individuals who responded to the invitation to submit their views about Irish genealogical service provision were Americans (44%) followed by Irish (41%), Australians (7%), UK (4%) and Canadian (4%).

3.6 Émigrés are vital in sustaining ancestral heritage. Not only do they construct their own personal histories with the energy of the nameless looking for an identity. Abroad they nourish their homeland traditions, celebrating its past in the vacuum that distance in time and place provides. Their peculiar sense of the past may, from time to time, vary from that of those at home. Yet identifying with the fatherland, the home of the ancestors, is as vital for émigrés and their children as for those who know it firsthand.

4. The State's Endorsement of Cultural Legacies

4.1 Individual cultural legacies are seen as unique and precious within their native contexts. Nations treasure most that which distinguishes them from others, promoting a special legacy based upon their own unique origins. Citizens expect that the state should guard and protect what are understood as cultural legacies.

4.2 The state is seen as the protector of our collective past. An examination of that past indicates that it is composed of personal legacies bonding us with our forebears. Collective heritage remains, by and large, defined by the actions and words of our ancestors. Roots, birthrights, legacies and patrimony are common vocabulary in nation states. To illustrate this point, Lowenthal quotes Conrad Russell: "As most people feel a need for an ancestry, so most countries feel a need for a national mythology."⁶

6. Russell, in Gardiner, 1990, p.45.

4.3 International rivalries intensify as more and more documents and objects come under the term heritage and thus become sacred in some national legacy. Increasingly sensitivities about patrimony dominate debates amongst heritage professionals.

4.4 Within an international context, conflict is becoming endemic to heritage. National claims of ownership, uniqueness and priority increasingly define collective legacies. These conflicts and debates increasingly force individual states to revisit their own perception of their past and re-examine their responsibilities as guardians of national legacies.

4.5 This century, and in particular recent decades, has seen a changing definition of culture within an Irish context. Many traditional cultural activities have changed shape and character and accordingly become more popular and public. Collective legacies have always lent pride and purpose to the state. But their customary arena is now larger, with growing emphasis on public ownership and the individual as participant in that culture.

4.6 Irish cultural legacies are not, as discussed above in Section 3, exclusive to those living in Ireland. The claim on Irish cultural heritage made by those of Irish descent living abroad is as strong as if not stronger than those at home. Adoption of inclusive policies by considering émigrés and their descendants within a cultural framework is a responsibility that the state cannot ignore.

5. Genealogy within a National Framework

5.1 Genealogy has complex relationships with other forms of evidence of past and present human activities. Yet the pursuit of genealogical research is usually a personal and private activity. The interpretation of the information realised during the quest allows the individual to gain knowledge from a variety of different forms of evidence of their personal legacies unique to themselves.

5.2 Within a national cultural context, the pursuit of genealogy sits closest to the preservation of sources containing genealogical information in the form of archival material. Facilitating the responsible protection of, and accessibility to, archival material is largely the responsibility of the state. Factors determining that responsibility are complex and include the statutory responsibility of the state to preserve its own records as articulated in The National Archives Act, 1986, and Local Government Act, 1994.

5.3 While the National Archives is perceived as a cultural institution and is so defined under the National Cultural Institutions Act, 1997, its pivotal role in the provision of access to the records of government and its developing role as an information management service to central government departments, as defined in its strategic plan, beg many questions about the role of genealogy within this specific cultural context.

5.4 One of the central questions that must be posed is whether the individual's right to have access to information, no matter how aged, is perceived as a basic right or a privilege offered by the state. While the information stored in records is an extraordinarily rich and valuable genealogical resource, its interpretation as a cultural resource shifts with the various definitions of culture. (See Results of Public Consultation Process, Phase 2, paragraph 6.4 below.)

6. Results of Public Consultation Processes, Phases 1 And 2

Phase 1

6.1 Accepting that genealogical services are understood to be within the framework of cultural services, results from this Public Consultation Process indicate that the public is in general satisfied with the state services. However, there are many serious misgivings about the general facilities offered to individuals using the services and facilities in place to protect archival records. These issues are discussed in detail in Chapter 3.

6.2 The quality of the services offered by genealogical indexing centres provided a vociferous response. Whether or not this can be defined under the term cultural services is very open to interpretation. (*For detailed outline of IGL submission, see Teehan and Granville, 1998, pp.48–52.*)

Nonetheless, a summary of the main issues detail:

- the need to re-examine the role, structure and management of Irish Genealogy Ltd. as the umbrella body and the participating Genealogical Indexing Centres as constituent elements of that body
- the need to recruit appropriate professional staff and to re-evaluate the role of FÁS trainees
- the need for increased funding to complete the digitisation of indexes to records, and to improve buildings and recruit staff

- the provision of facilities whereby researchers can carry out their own research
- the urgent need to upgrade information technology facilities

Phase 2

6.3 The importance of genealogy as a cultural resource and any benefits to be derived from a national policy on genealogy proved difficult to access.

6.4 Practically all key partners agreed that Irish genealogy forms part of cultural activities and was an important element within broad definitions of 'culture and heritage'. However, each organisation defined the cultural aspects differently. Common areas included the importance of the Irish 'diaspora'; defining one's roots and therefore a definition of Irishness; enhancing the welcome given as part of the Irish experience.

6.5 Within the context of other countries, genealogy can be easily defined within the category of recreation. While this is also applicable to Irish genealogy, as discussed in section 4 there is much wider importance given to the political and cultural links with the Irish abroad and those of Irish descent. Within this context, the provision of a genealogical service takes on a different import, and any failure to achieve a quality service is almost construed as a national failure

Chapter 3: Term of Reference 3

Within a framework of existing resources make recommendations:

- a) as to ways in which genealogical resources may be protected for future research;
- b) as to any revised arrangements that might improve the effectiveness of state services and that otherwise might aid and promote the use of genealogical records;
- c) to maximise the degree of public access to genealogical records.

1. Introduction

1.1 This chapter examines three areas of central concern for the protection and promotion of our genealogical heritage: the physical preservation of genealogical source material; the effectiveness of existing state services in facilitating the use of the records; and issues relating to access to genealogical records.

1.2 Each of these topics is discussed sequentially as outlined in the term of reference above. A summary of recommendations is included at the end of this chapter.

(a) Ways in which Genealogical Resources may be Protected for Future Research

2. The Unique Nature of Genealogical Resources

2.1 Archival records including genealogical records are unique items. The information that they contain is not replicated in any other place. Physically the records are composed of organic materials that are highly vulnerable and subject to deterioration through inadequate care. The physical damage to, or loss of, records, can often mean the permanent loss of information. The care of such material demands the professional skills of qualified personnel such as archivists and conservators exclusively. It is irresponsible to substitute unsuitably trained personnel for such skills.

3. Public Consultation Process, Phase 1: Findings

3.1 Public Consultation Process, Phase 1, is the public consultation process initially undertaken by the Heritage Council in 1997/98. This process is outlined in the Introduction to this report.

3.2 In the Public Consultation Process, Phase 1, responses from the general public indicate an acute awareness of the vulnerability of original source material. Concern was expressed regarding the physical condition of original source materials used by the public in both state and private repositories.

3.3 The public expressed the view that the custodians of historical records had a moral responsibility to observe professional archival preservation standards and have obligations to develop facilities to assist with preventative preservation, i.e., improved storage facilities, and improved use and handling procedures. It was generally felt that this is currently not the case, with the exception of some of the larger state repositories.

3.4 Efficient access to records through improved finding aids systems within all repositories would, in the public mind, contribute to the preservation of original source material. In particular electronic finding aids and the development of user friendly systems were promoted.

3.5 It is clear that members of the general public would feel more comfortable working with high quality, legible duplicates, whether microfilms, scanned electronic images or databases, rather than working with fragile original materials.

3.6 In particular, members of the public respect the fragile nature of original source material. It is clear that responsible users are willing to participate in the preservation of such material once reasonable access is provided to the information in another format.

4. Public Consultation Process, Phase 2: Findings

4.1 The Public Consultation Process, Phase 2, records the view of defined key partners who were invited to contribute to this study. This process is outlined in the Introduction to this report.

4.2 In general all participants expressed concern regarding vulnerability of original source material, given its unique nature, and the overall fragmented manner of sourcing and storage. Even those bodies not directly involved in the direct provision of archival services expressed concern at the danger in which historical records are placed.

4.3 This concern was linked to the awareness of the events of 1922 and the destruction of records in the Four Courts fire. More than most countries, this loss appears to have had a profound effect on the way that organisations and individuals view records, though it has not been realised within any comprehensive preservation framework. Certain organisations expressed the view, however, that too much can be made of this loss.

4.4 Lack of available funding and consequent staffing and resourcing restrictions undermine institutional obligations to perform key functions in the maintenance and preservation of valuable materials.

5. Discussion

5.1 A central point relevant to this discussion is whether users need to work with original source material. By its nature such material is physically fragile. Constant wear and tear seriously accelerates the process of deterioration causing permanent damage. It is vital that this is avoided.

5.2 By and large users are interested in gaining access to the information recorded in the original sources. Users have not expressed the need to work with original material. In fact the contrary is the case. In the Public Consultation Phase 1, term of reference 4 asked "...What strategy needs to be in place to ensure continued usage [of records] while protecting the material?" 53% of the respondent group replying to this term of reference suggested that practical physical preservation strategies should be implemented. These strategies include the need to implement professional archival preservation standards and the need to duplicate records.¹

5.3 It is essential that important collections held in the national repositories are microfilmed for security reasons and that the original copies of these films be stored in safe environmentally controlled off-site premises. This would ensure the survival of at least copies of the key collections in the event of a national disaster or a catastrophe as occurred in 1922. Priorities in microfilming should be established and a microfilming programme should be implemented as soon as possible.²

5.4 As identified in A Future for Our Past: Strategic Plan for the National Archives, 1996-2001 neither of the above recommendations can proceed at present because the National Archives lacks both the microfilming equipment and the technical staff.

5.5 There are very limited conservation facilities within the state. The National Archives is the only national archive in the European Union with no conservation facilities or document repair workshop.³ Accordingly the conservation of archival material within state services is severely restricted through lack of resources.

5.6 Facilitating access to original source material places demands on custodians. Providing safe, secure and comfortable research facilities absorbs personnel, space and financial resources. Constant retrieval of original material from storage areas by staff places heavy burdens on the obviously limited staff time and resources. Naturally this results in frustration for users and undermines the overall quality of the services offered.

6. Recommendations: Protection

6.1 There is a requirement to develop a national preservation strategy with government support. This strategy must be driven by professional Irish and international standards for the preservation of archival material. The strategy must be designed and monitored by suitably qualified specialists.

6.2 A detailed feasibility study is required to define the conservation requirements of the major repositories. This study could also identify the resources required to meet these needs vis-à-vis laboratory facilities and staffing.

6.3 The development of a comprehensive duplication policy to replicate the genealogical resources of all institutions is of vital importance.

6.4 Increased funding should be made available to facilitate cataloguing the backlog of private collections within the national institutions and thus realise the full potential of such unique resources.

1. C.F. Teehan and Granville, 1998, p31. 2. Ibid., p.15. 3. National Archives Advisory Council, 1996, p.15.

(b) Revised Arrangements that might Improve the Effectiveness of State Services and that otherwise might aid and promote the use of Genealogical Records

7. Definition Of State Services

7.1 Those state services providing genealogical services are listed below:

- National Archives (NA)
- National Library of Ireland (NLI)
- The Office of the Chief Herald & Genealogical Office (GO)
- The Valuation Office (VO)
- The Registry of Deeds (ROD)
- The General Register Office (GRO)

8. General Overview

8.1 The current arrangements for genealogy (both state and private services) are piecemeal and fragmented. However, as to improving the situation a variety of opinions were offered in both phases of the public consultation process. While opinions differ about solutions, there is a common view that the present unstructured situation is totally inadequate and does not meet the demands of users.

8.2 The unique role that genealogy plays in the cultural landscape and in defining one's personal identity places many complex demands on the service. Accordingly the provision of a quality service takes on a wider significance within this context.

8.3 In other countries interest in genealogy can be almost exclusively defined within the category of leisure and recreation. While this is also applicable in Ireland, there is much wider importance attached to the political links with those of Irish descent living abroad than would be the case in the UK, for example. This added currency means that any failure to achieve a quality service of international standard is almost construed as a national failure.

8.4 This point is confirmed by the profile of the respondents to the Public Consultation Process, Phase 1, whereby more individuals from the US (28%) responded to the term of reference regarding service provision than Irish individuals (27%).

9. Public Consultation Process, Phase 1: Findings

9.1 In general, responses to the first phase of public consultation indicated that the genealogical services offered by the individual national institutions were, by and large, satisfactory. Difficulties lay with the general structure and perceived lack of co-ordination in offering genealogical services between individual institutions.

9.2 The genealogical service provided by the national institutions was criticised, however, by the user public who perceived that the institutions do not see themselves as having a central role in the provision of genealogical services.

9.3 This last point reflects one of the central issues underpinning genealogical services: the nature of the records themselves. In the main, the sources used by genealogical researchers were created for a variety of purposes, none of which include genealogy. In turn this means that a wide range of users including genealogists use the sources. The consequences are that genealogists felt that service providers place a low priority on meeting the requirements of genealogical users.

9.4 Some key partners in Phase II of the Public Consultation Process also identify this same point, i.e., that records used by genealogists were not originally created for genealogical purposes, as an issue affecting the quality of service.

9.5 Certainly users of genealogical records are in competition with other researchers for very limited staff time and practical resources which service providers should be able to offer. It is clear that there is an urgent need to strengthen the professional services offered by repositories to support the demands of genealogical users.

9.6 The general facilities that the state services can offer are by current standards poor, for example limited opening hours. Only one of the six institutions (NLI) offers an evening or weekend service which opens until 21.00 hours on Monday to Wednesday and on Saturday morning. (See Chapter 1, 6.3 and 6.4). Such limitations communicate a negative service approach.

9.7 Limited staffing resources force users to wait for some time, and occasionally overnight, for the delivery of the material which they wish to consult. (See Chapter 1, 6.8.)

9.8 For the new user and those with little available time, such as tourists, this is totally unacceptable, but from the institutions' point of view unavoidable.

9.9 Reader spaces are limited and facilities for older users and the disabled, e.g., lifts, cafeteria, toilet facilities, are rarely catered for. (See Chapter 1, 6.7.)

9.10 The unrecognised pressures, under which many state institutions operate through inadequate resources, seriously undermine the quality of the overall services offered. The public is of the view that the staff in the state services are deeply committed to helping the users, but are doing so in the most difficult circumstances possible, and with little or no resources. It is clear from the public consultation process that there is deep concern for the future of the services that such institutions can offer.

9.11 In light of the extraordinarily limited staff, space and financial resources available to the national institutions, the services that they currently provide to genealogists are remarkable. Statistics used in *A Future for Our Past: Strategic Plan for the National Archives, 1996-2001* indicate that the level of staffing at the NA (and former Public Record Office & State Paper Office) remained the same from 1976 to 1996, i.e., 35. However the number of visits to the reading room during the same timeframe, 1976 to 1996, has increased from 4,184 to 19,422.⁴

4. National Archives Advisory Council, 1996, pp.4–5.

10. Public Consultation Process, Phase 2: Findings

10.1 The common issue raised by the key partners was the requirement to devise a central agency and/or policy to deal with the needs of genealogists. The fragmented nature of current services was identified as being totally inappropriate for efficient access to genealogical

information, and furthermore, did not allow that the full potential of genealogical sources could be properly realised.

10.2 It is generally accepted that the responsibility for a national framework policy should vest with the Minister for Arts, Heritage, Gaeltacht and the Islands. Any body established to implement policy should, it was felt, be consultative and closely involve representatives of the state services as listed above (8.1).

10.3 Lack of adequate funding and consequent staffing and resourcing restrictions imposed upon state services was viewed as a major obstacle to hindering the development of services to meet accepted professional standards.

10.4 Many bodies did not feel that the provision of a genealogical service was part of their core activities, but as referred to earlier (9.4) was simply a by-product of records in their care. It was generally agreed that unless a higher profile is given to specific genealogical provision within a framework, current localised solutions and practices are likely to persist.

10.5 However, it must be emphasised that the effectiveness of state services must be driven by policy, and in turn, resources. This must start at central level, with the establishment of a central framework and use of professional archival descriptive standards for inputting information into databases, and the development of comprehensive indexes and guides to sources.

10.6 A specific example of a highly effective state service is the new consultancy service based in the NLI. This system is streamlined and customer orientated and is located in a designed genealogy room within the NLI. It involves accredited professional genealogists undertaking unlimited consultation with genealogical visitors. The service is free. Individual consultants averaged c.50 consultations a day or c.300 per week. The cost of this service is borne by the NLI.

10.7 This service is highly successful and has been very well received within the genealogical community. It prevents the strangulation of the overall Library system that the old methods encouraged. It also gives the users a reliable, efficient, free and welcoming service.

11. Recommendations: Effectiveness

11.1 That a comprehensive national policy framework be devised to improve co-ordination between existing structures and develop the quality of genealogical services offered to the public.

11.2 That the responsibility for the development of a national framework policy should vest with the Minister for Arts, Heritage, Gaeltacht and the Islands.

11.3 Individual institutions urgently require increased space, personnel and financial resources. These resources must be put in place to ensure the provision of a quality service.

11.4 That the recommendations made by the National Archives Advisory Council in *A Future for Our Past: Strategic Plan for the National Archives, 1996-2001* must be fully implemented.

11.5 The implementation of professional archival standards, through the employment of qualified archivists and the adoption of recognised professional standards as outlined in *Standards for the Development of Archives Services in Ireland 5*, is necessary to ensure the provision of services to meet the demands of sophisticated experienced researchers.

5. *The Society of Archivists Irish Region, 1997.*

11.6 Upgrading current IT facilities and utilising new technologies to allow efficient and remote access to information are paramount to the development of effective services.

(c) To Maximise the Degree of Public Access to Genealogical Records

12. Definition of Public Access

12.1 The term access within this context has two meanings:

- practical issues relating to the public having greater physical access to genealogical sources
- the concepts underpinning an individual's right to gain access to information

12.2 Any evaluation of the public right to access information cannot be viewed out of the context of existing legislation directly affecting access to information. Such legislation includes The National Archives Act, 1986; Section 65, The Local Government Act, 1994; The Data Protection Act, 1988, The Freedom of Information Act, 1997, and copyright legislation.

13. General Overview

13.1 The principal records used for genealogical research are the universal sources as identified in Section 4, Chapter 1. With the exception of the church records all the other identified universal sources are legally available for public inspection, in public institutions. All have been duplicated in some form, mainly microfilm and to various standards. Yet the Public Consultation Process, Phase I, indicates that there are problems regarding access to these public records.

13.2 The fragmented nature of Irish genealogical services undermines easy access to genealogical information. Moreover, the catchment areas encompassed by centres and the services which they offer are not clearly defined.

13.3 The fact that such centres charge for access to information, which by right is freely available in national institutions or local libraries, serves to undermine the overall principle of free access to information.

13.4 In conducting genealogical research, many people wish to consult the original documents and gain great fulfilment from physically handling material which directly relates to them and their families. The sense of personal pleasure that this can bring to an individual who has spent years conducting research into family history should not be under-estimated.

13.5 In a society which is increasingly conscious of the rights of the individual to view information, as manifested in the recently enacted Freedom of Information Act, 1997, it is imperative that mechanisms are in place to ensure the easy and efficient access to information for all citizens living in Ireland and descendants of Irish citizens now living abroad.

13.6 Any steps to facilitate and improve efficient access to information would be directly supportive of the principles supporting the democratic concepts of open government.

13.7 There is a need to balance the legitimate interests of genealogists against safeguards for the information contained in civil records about living persons, and to protect against illegal use of information.

13.8 It is accepted that the duplication of universal sources will help facilitate access to genealogical records. However, it must be noted that many of the universal sources are already duplicated or are in the process of being so, as is the case with the 1911 census.

13.9 The following tables outline the format and current availability of the universal sources.

Table 3.1 Universal Sources, Civil Records Population Records

RECORD TYPE	COVERING DATES	LOCATION	FORMAT	ACCESS
Register of births, marriages, deaths	1864-present 1845-present, non-RC marriages	General Register Office	On microfilm Currently being digitised	Full access to period 1864-1898. Certified extracts must be purchased. Must pay fee to access indexes.
Census returns	1901; 1911	National Archives	1901:microfilmed 1911: being microfilmed, be completed 2001.	Full free access. 1901: microfilm copies available for sale; 1911 some counties available for sale on microfilm

Table 3.2 Universal Sources, Civil Records Landholding Records

RECORD TYPE	COVERING DATES	LOCATION	FORMAT	ACCESS
Tithe Applotment Books	1823-1838	Original in NA, microfilm copy in NLI	Original, and microfilm (commercial product)	Full free access
Griffith's	1848-1864	Original in	Original.	Full free

Primary Valuation of Tenements		NA, microfiche copies in NLI, published format in various locations	microfiche (commercial product) and published in book form. Index available on CD-ROM (commercial product)	access
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Table 3.3 Universal Sources, Ecclesiastical Records, Roman Catholic Records

RECORD TYPE	COVERING DATES	LOCATION	FORMAT	ACCESS
Roman Catholic Registers	Sporadically from 17th century to present	Originals in parishes	NLI has pre-1880 registers on microfilm	Microfilm available, for use at no fee, subject to episcopal approval. Diocese of Cashel & Emly administered by Tipperary Heritage Unit, only. Ardfert & Aghadoe require explicit permission of the Bishop. Some registers have been indexed by IGL centres.

Table 3.4 Universal Sources, Ecclesiastical Records, Church of Ireland Records

RECORD TYPE	COVERING DATES	LOCATION	FORMAT	ACCESS
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Church of Ireland Registers	18th century onwards	Registers pre-1869 are legally state records, as the Protestant religion was established state religion until 1868. These records are held in the NA. Post-1868 registers are held either locally in parishes or in the RCB library.	Some registers are microfilmed.	Pre-1869 registers are freely available in NA. Other registers available in the RCB library, the through local clergy and some indexed by IGL centres.
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13.10 It is clear that using copies of records for research purposes solves many of the problems faced by the users and the custodians. Where possible good quality copies of records, particularly electronic copies and indexes, will greatly increase access to genealogical information. That said, the point highlighted in 13.4, people's desire to personally consult material, cannot be ignored nor can the individual's right to see original material should he/she so wish.

14. Public Consultation Process, Phase 1: Findings

14.1 Members of the general public were in the main concerned with issues of access relating to private records, namely, ecclesiastical records and genealogical sources other than the identified universal sources. In particular the public expressed deep concerns at the uneven access policies used by the genealogical indexing centres and the fact that there are inconsistent fee structures and levels of services offered.

14.2 In the main, the public was reasonably happy with the type of access offered by the state services. However, the quality of facilities, such as limited opening hours, over-crowded reading rooms and the absence of other facilities such as lifts etc., (see 9.6) ultimately results in inhibited access to information.

14.3 The quality of some of the microfilmed material available is sometimes poor and difficult to read due to age and poor handling.

14.4 An inadequate number of guides to sources, especially sources other than the universal sources, inhibits access to potentially very rich sources.

15. Public Consultation Process, Phase 2: Findings

15.1 The national institutions are increasingly aware of the numbers of genealogists using their services. Approximately 60-70% of readers using the NA described themselves as genealogists, with two out of three records being produced for genealogical use.

15.2 The main source material used in the NA is the 1901 and 1911 census records. These currently occupy 33% of all reader usage.

15.3 The new consultancy service that is offered by the NLI (see 10.6 above) is a very positive initiative in increasing access to genealogical sources.

15.4 The relocation of the GRO to Co. Roscommon will require the establishment of a Dublin-based searching facility. A ministerial commitment has been given to this effect. This presents an opportunity to re-examine how the GRO records can be made more accessible.

15.5 The current scanning project of birth, death and marriage registers, coupled with the computerisation of the indexes in the GRO, could make remote searching and possibly remote viewing of register pages possible.

15.6 The dynamic use of all genealogical sources coupled with appropriate Information Technology and microfilming systems in one designated agency could serve to make records accessible in an appropriate and efficient way.

16. Access To Ecclesiastical Records

16.1 Church records are a major genealogical source. They precede civil records by over a century. Details of the nature of Church records are listed in Chapter 1, Section 4 above. Church records are privately owned and are not governed by legislation. Many genealogical indexing centres have used Church records in their indexing projects.

16.2 The two main religions in the state, Roman Catholic and the Church of Ireland, adopt differing approaches to access to information contained in their parish registers.

16.3 In the Public Consultation Process, Phase 2, representatives of both Churches expressed the views that access to their respective registers should be made available. However, their individual approaches towards facilitating access were very different.

16.4 The Representative Church Body (RCB), Church of Ireland takes the view that a central genealogical agency should be established, collecting and administering information at a national level. The information could in turn be disseminated locally, maybe through the local archives or library network.

16.5 The RCB makes the case that if they were confident that the central agency were operated on a professional basis, rights to information should be assigned over to the agency to permit its dissemination to the wider public. The RCB takes the view that its registers reflect publicly performed ceremonies, therefore they form part of public information.

16.6 The Irish Episcopal Conference (Roman Catholic) expressed concern that any future genealogical framework would be exclusively Dublin-based. It was suggested that bishops would want registers to remain locally in the hands of parish priests.

16.7 All issues relating to access to registers within dioceses remain within the power of the local bishop. It appears unlikely that a common approach will be adopted, though the general trend has been towards freer access.

16.8 The Roman Catholic Church's main concern is that there should be no misuse of information, and to protect the interests of living persons and their families.

16.9 The Roman Catholic Church would not wish to see any legislative change stipulating access. This would be viewed as interference with the affairs of the Church and could, in their view, prove confrontational.

16.10 The Roman Catholic Church sees a need to extend the earlier microfilming to include registers beyond the year 1880 up to the 1920s.

17. Recommendations: Access

17.1 That an audit of private record collections be conducted, defining the legal status of the record collection, its type and format, potential genealogical value, special conditions pertaining to access and other relevant information.

17.2 That negotiations with the Irish Episcopal Conference (Roman Catholic) be established at Ministerial level and that their view regarding increasing access to ecclesiastical records be elicited, with the intention of devising mutually acceptable procedures for access.

17.3 That the opportunity presented by the re-location of the GRO to Roscommon be used to increase access to the GRO registers through the scanning and indexing project currently underway, e.g. by providing electronic access points throughout the country.

17.4 That the ministerial commitment to the establishment of a Dublin-based searching facility for the GRO should be incorporated into a larger genealogical framework (see Chapter 4).

18. Comprehensive Summary Of Recommendations

Protection

18.1 There is a requirement to develop a national preservation strategy with government support. This strategy must be driven by professional Irish and international standards for the preservation of archival material. The strategy must be designed and monitored by suitably qualified specialists.

18.2 A detailed feasibility study is required to define the conservation requirements of the major repositories. This study could also identify the resources required to meet these needs vis-à-vis laboratory facilities and staffing.

18.3 The development of a comprehensive duplication policy to replicate the genealogical resources of all institutions is of vital importance.

18.4 That increased funding be made available to facilitate cataloguing the backlog of private collections within the national institutions and thus realise the full potential of such unique resources.

Effectiveness

18.5 That a comprehensive national policy framework be devised to improve co-ordination between existing structures and develop the quality of genealogical services offered to the public.

18.6 That the responsibility for the development of a national framework policy should vest with the Minister for Arts, Heritage, Gaeltacht and the Islands.

18.7 Individual institutions urgently require increased space, personnel and financial resources. These resources must be put in place to ensure the provision of a quality service.

18.8 That the recommendations made by the National Archives Advisory Council in A Future for Our Past: Strategic Plan for the National Archives, 1996-2001 (Section on Staffing and Resources) must be fully implemented.

18.9 The implementation of professional archival standards, through the employment of qualified archivists and the adoption of recognised professional standards as outlined in Standards for the Development of Archives Services in Ireland, is necessary to ensure the provision of services to meet the demands of sophisticated, experienced researchers.

18.10 Upgrading current IT facilities and utilising new technologies to allow efficient and remote access to information are paramount to the development of effective services.

Access

18.11 That an audit of private record collections be conducted, defining the legal status of the record collection, its type and format, potential genealogical value, special conditions pertaining to access and other relevant information.

18.12 That negotiations with the Irish Episcopal Conference (Roman Catholic) be established at Ministerial level and that their view regarding increasing access to ecclesiastical records be elicited, with the intention of devising mutually acceptable procedures for access.

18.13 That the opportunity presented by the re-location of the GRO to Roscommon be used to increase access to the GRO registers through the scanning and indexing project currently underway.

18.14 That the ministerial commitment to the establishment of a Dublin-based searching facility for the GRO should be incorporated into a larger genealogical framework (see Chapter 4)

Chapter 4: Term of Reference 4

To make recommendations concerning any new or expanded framework in which improvements to the state services being provided would be realised and, as far as possible, to quantify the medium and long term cultural benefits and financial costs that should arise from any such new or expanded framework.

1. Introduction

1.1 The detailed background research conducted to support this report was conducted over a period of one year. A number of individuals were involved in the research process: members of the Heritage Council and its Genealogy Sub-Committee, users of genealogical services, individuals from the archive and library profession, professional genealogists, and specialists from abroad. Every person involved in the research process remarked on the complexity of issues associated with the Irish genealogical services. This complexity mainly stems from three central factors already mentioned in this report:

- that the sources used to conduct genealogical research were not originally created for genealogical purposes, therefore such sources have vital informational and cultural significance which cannot be compromised;
- confusion between the users' need to get easy and efficient access to information in copy format, such as microfilm or digitised images, and the users' real need to consult the actual source material;
- that the state agencies charged with providing genealogical services are attempting to provide such services in an environment of competing priorities with exceptionally limited resources.

1.2 The recommendations contained below support the belief that it is necessary to look at the whole area of genealogy in Ireland in a fresh light. The starting point adopted was to look at successful user-friendly services elsewhere and see how the Irish services could be re-shaped to ensure that the intellectual and physical integrity of the records is preserved while also improving the quality of services.

2. English & Welsh Genealogical Services

2.1 The provision of genealogical services in England and Wales was, until recently, similar to Ireland. Demands on the service required re-structuring. The new framework has resulted in the formation of a dedicated centralised genealogical service agency. This one stop shop takes the form of a Family Records Centre (FRC) based in Islington, London. The centre opened in March 1997, and is jointly run by the British Office for National Statistics (ONS), and the Public Record Office (PRO). It replaced the traditional system of providing separate ONS searching facilities at St. Catherine's House and the PRO microfilm searching facilities at Chancery Lane. The increasing

demands being placed on both services by genealogists demanded that provision be made to specifically meet the needs of the genealogist.

2.2 The FRC development combines traditional archive searching facilities, using microform copies of records (census and wills) on a self-help basis, with customer access provision to paper indexes for statutory registrations of births, deaths and marriages. It thus combines a free-access system on a self-service basis with a statutory fee-paying system of non-archival registration service. It is run without access to high technology computerised indexes, as these are not yet available.

2.3 Both the free access and charging traditions operate effectively within the same organisational framework and buildings, albeit on separate floors. The new set-up has helped to stimulate and to meet the demand generated within the specific area of genealogy. Both recognise the needs of the growing market, while also meeting the demand of the genealogist to obtain specific information. The average number of daily visitors is 1,200.

2.4 Operationally, each agency has its own management team and associated staff to run each facility. Both the ONS and PRO work together at senior management level to address issues of common concern. This relationship is based upon detailed knowledge of the ethos and operational requirements of each organisation. The success of this co-ordination is manifested in the development of a common strategic plan as jointly undertaken by both centre managers.

3. Scottish Genealogical Services

3.1 In Scotland, no articulated government policy for the provision of a genealogical service currently exists. The service provision has evolved as a result of a combination of Victorian legislative expediency, the provision of statutory and public services with the service providers, and awareness, on the part of the service providers, of the needs of the users. Any policy or framework structure tends to be embodied with the services as provided by the General Register Office for Scotland (GRO(S)), the Scottish Record Office (SRO) and the network of local archives' services.

3.2 The statutory framework for Scotland has permitted the unification of crucial genealogical sources of material within one institution—the GRO(S). Under the Registration of Births, Deaths and Marriages Acts, 1854 & 1865, the Registrar General for Scotland administers the registration of such 'vital event' information, and is responsible for periodic decennial censuses of the population of Scotland under the Census Acts. For family historians, the GRO(S) is conveniently situated in New Register House (NRH) next door to the main building of the Scottish Record Office (SRO), Edinburgh.

3.3 The founding legislation that created the GRO(S) allowed for the accumulation of three crucial documentary sources of record material. These were:

- the statutory registers of births, deaths and marriages in Scotland (from Jan 1st 1855)
- the old parochial registers of baptisms/births, marriages/proclamations of marriage and deaths/burials of the established Church of Scotland (many of whose registration entries would include Roman Catholic or nonconformist events)
- the decennial census records for Scotland (currently available in their entirety for the years 1841 to 1891). Unlike census returns for England and Wales, Scottish census records were not transferred to the equivalent national archives.

3.4 The accumulation of this material brought together within one institution forms the basis of a comprehensive searching service.

3.5 The GRO(S) does not consider itself to be providing a genealogical service by its own hand. It simply facilitates easy access to the primary source material in its care. By allowing this record material to be accessed in as simple and straightforward a means as possible, a larger number of customers can benefit without the need for commensurate spending on additional staffing and resources.

3.6 The GRO(S) legislation requires the payment of a statutory fee to search the indexes to the statutory registers. Paying the statutory fee for a search pass gives customers the right to search:

- the indexes to the post 1854 statutory registers
- the pre-1855 Old Parish Registers
- and the open census returns 1841–1891

The GRO(S) has 100 user places within New Register House. Customers also have the right to buy an extract, that is, an authenticated copy (not a certified copy), of any individual register entry.

3.7 In addition, at the discretion of the Registrar General, those who have paid the fee are also permitted to look at microfiche or microfilm copies of the actual entries of births, deaths and marriages etc. identified from the indexes and to take notes. Customers at the New Register House can also purchase unauthenticated copies of any statutory register entries over 100 years old.

3.8 The result of this arrangement is that the first port of call for any genealogical user of Scottish archival sources will be New Register House rather than the traditional archives in the SRO or the local authority archives. Such bodies deliberately steer first-time genealogical users to the GRO(S), resulting in almost 95% of the daily users to the NRH search rooms being genealogists.

3.9 Access to records is viewed as access to information rather than access to a unique documentary source. A duplication policy, through public use of microfilm and microfiche, avoids handling of original records, and safeguards their preservation. Over the years the GRO(S) has adapted access procedures to permit self-service systems to operate within the NRH, and

microfilm copies of the OPR and Census records have been sold to institutions all over the world.

3.10 Provision of an in-house service is limited. Access to search facilities in NRH climbed steadily from the mid-1970s. Many of the users were seasonal overseas visitors from the Scottish 'diaspora'. The GRO(S) attained a record number of searches sold in 1997-1998 equivalent to 24,347 daily attendances, and over 539,000 individuals having access to record information.

3.11 Despite this continuing rise the GRO(S) is determined to extend access beyond the strict confines of New Register House. This process has begun by contracting an internet service to an outside agency.

4. The Irish Context

4.1 The Irish context is different from those outlined above. While neither the English & Welsh solutions nor the Scottish solutions provide single answers to the Irish problems, they, none the less, stimulate suggestions about how centralisation of information and technology can answer many of the problems in the Irish situation. This situation is outlined in detail in Chapter 1.

4.2 Any genealogical framework must start from the premise of the needs of the user. Genealogists start with a common desire to obtain very specific pieces of information about their ancestors. These can derive from a multiplicity of records, but the overall pattern of user demand is firstly to gain access to the information, and secondly to commission genealogical research. The secondary commissioning of work by other bodies or agencies may be conducted either as a starting point, prior to visiting a country, or as follow-up from the initial self-investigation phase.

4.3 However, for the majority of users, the excitement of genealogy is to unravel the mystery for oneself, or to conduct the research and, in the course of so doing, discover one's own ancestors. Any proposal for a genealogical framework should start from this premise.

4.4 It must be clarified that users gain benefit from accessing information and conducting research using either original sources material or copies of that material. It must be borne in mind that the main concern of the user is to get accurate information, irrespective of the format in which that information is provided, whether as originals or copies of originals.

5. Proposed Framework

5.1 Given the fragmentation and disparate elements involved in providing the current state services, any significant change demands Ministerial input to initiate new structures and policies.

5.2 Any new framework will require government funding to meet start-up and running costs.

5.3 Given the views of those who made submissions to the Public Consultation Process, Phase 1, and those consulted during the Public Consultation Process, Phase 2, it is suggested that the Minister for Arts, Heritage, Gaeltacht and the Islands is best placed to formulate any new policy.

6. Advisory Board

6.1 Consideration could be given to establishing an advisory board that could influence decisions about records of genealogical importance. Given the diversity of the departments currently responsible for the service providers any such role would be required to be consultative and advisory only. See Table 4.1. 'Status of Repositories: Public Bodies' below.

6.2 The advisory board should be an independent board divorced from the direct control of the Heritage Council or its committees, the National Archives Advisory Council and the Trustees of the National Library of Ireland.

6.3 The advisory board should operate within the existing legislative framework, the provisions of The National Archives Act, 1986, and the Local Government Act, 1994. An attempt to formulate legislation for genealogy could be too narrowly based and could prove confrontational with church bodies, in particular the Irish Episcopal Conference.

6.4 This advisory board is crucial for the provision of a co-ordinated focus to implement any new policy or structure.

6.5 Part of that new focus could be achieved through the development of a centre specially geared towards genealogical provision.

Table 4.1 Status of Repositories: Public Bodies

Name of Repository	Departmental affiliation
Genealogical Office	National Library (Department of Arts, Heritage, Gaeltacht and the Islands)
General Register Office	Department of Health and Children
National Archives	Department of Arts, Heritage, Gaeltacht and the Islands
National Library of Ireland	Department of Arts, Heritage, Gaeltacht and the Islands
Registry of Deeds	Department of Justice

Valuation Office	Department of Finance
Public libraries	Local authorities

Table 4.2 Revised Genealogical Structures General Overview

Revised Genealogical Structures
General Overview
Minister for Arts, Heritage, Gaeltacht & the Islands
Genealogy Advisory Board Membership drawn from Directors of National Archives, National Library of Ireland, General Register Office, Representatives of Churches, Department of Health and Children, Department of Finance, The Heritage Council, Public Records Office Northern Ireland, General Register Office (Scotland), Family Records Centre (London), Professional associations, Irish Family History Federation, IGL and Users.
Irish Family Records Research Centre Providing customer oriented dedicated genealogical service Holding duplicate records in microfilm or electronic format only. Originals remain with relevant agency i.e. General Register Office, National Archives, National Library or other.

7. The Irish Family History Research Centre (IFHRC)

7.1 The creation of a national body, The Irish Family History Research Centre, would meet a perceived customer demand, and act as a first step towards improving genealogical provision. Demand for a coherent Irish policy on genealogy has been user-driven, partly arising from developments experienced by customers overseas. The creation of a Research Centre modelled on the London and Edinburgh models is both justifiable, in a user context, and realisable.

7.2 Given that the majority of overseas users visit the capital, and approximately one-third of the Irish population is based there, it would seem logical to place such a centre in Dublin. Developments in technology, particularly the scanning project underway in the GRO premises in Roscommon, offer exciting opportunities to disseminate information globally.

7.3 The provision of this service could form the main plank of any genealogical framework, though to work effectively it would require the agreement and co-operation of the three central institutions—viz. the NLI, NA and GRO.

8. Management Board/National Advisory Board

8.1 The IFHRC facility could extend beyond the narrow confines of the equivalent FRC body as outlined in section 2 above. The management board established to run the centre could act as the focus around which to establish the equivalent of a national advisory/consultative board. The board established to run such a centre could be given a broad remit. Aside from the immediate provision of a genealogical service for customers in the short term, it could be involved in co-ordinating discussions with the key partners over wider access to genealogical records and the implementation of a national policy.

8.2 Issues addressed could include any developments that impinged upon the running of the IFHRC and the provision of a wider genealogical policy at national level. As a non-statutory consultative board, the board could advise the Minister on matters of genealogical policy and its provision, but not determine it. It would need to reflect a 'broad church' approach, and encompass representation from a large number of bodies including senior management or representatives of the 'key partners'. Issues such as national microfilming and duplication policies, copyright and access provision could fall within its remit.

8.3 The membership of such a board might include: the Directors of NA, NLI, GRO, CEO Heritage Council; Secretary General, Department of Arts, Heritage, Gaeltacht and the Islands; Secretary General, Department of Health and Children (or nominee), Secretary General Department of Finance (or nominee); representatives of the Roman Catholic and Church of Ireland churches, representatives of Irish Region Society of Archivists (1), Library Association of Ireland (1), APGI (1), IFHF (1), and two users of the service as appointed by the Minister. The Minister should consider inviting the Registrar General for Scotland (or nominee) and the Director of the FRC, London to sit on this board.

8.4 It would be crucial however that the IFHRC was adequately funded, and that the board carried proper ministerial backing.

8.5 The board and the IFHRC could run for an experimental period only, say five years, beyond which both its remit and that of the search facility could be reviewed in terms of value for money, and the success of its service delivery to customers.

8.6 Organisation Involved

9.1 The proposed IFHRC should reflect the strategic demands of all of the organisations involved, the interests of the record holders consulted, and the needs of record users. In the case of the NLI and NA, the centre could act as an extension to existing consultancy services or search room arrangements. Different opening hours from the main institutions could be operated, possibly extending into the weekends.

9.2 The NLI could satisfy their requirement to expand existing microfilm arrangements—currently limited to 40 film readers within their main reading room. By supplying copies of the census microfilms, once filming has been completed, the NA would ease the strain placed on its public search areas. Use of census records in the NA currently accounts for c.33% of record productions. This would have a significant impact on release of NA resources to concentrate on other areas, including the backlog of cataloguing work, record transfers and meeting the demands of other record users.

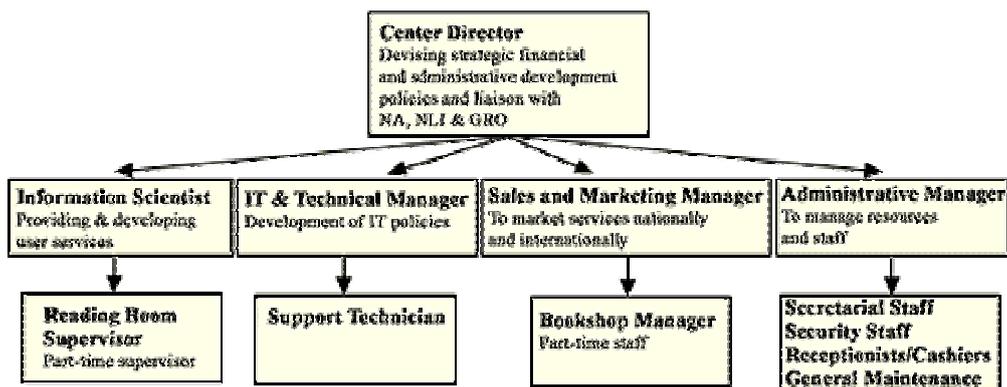
9.3 The IFHRC could operate on a daily charging basis, and be located without the main orbit of the central institutions. Any charging of users should be on a cost-recovery basis rather than profit-related, in order to avoid the centre from being beyond the reach of certain categories of user, such as the retired (a primary market) or schoolchildren.

9.4 Operationally, the IFHRC would use only copies of records. These would take the form of existing or new microfilms, or scanned images of record material. At a minimum, record classes should include the Roman Catholic registers held by the NLI, the Representative Church Body, registers and the 1901 and 1911 Census records held by the NA. These could be placed within self-service microfilm inspection areas, removing the problem of security of original records, and the need for additional staff.

9.5 The record expansion policy of the IFHRC board would augment the source material with the addition of agreed further genealogical record sources. This could form part of any national microfilming, duplication and distribution policy envisaged.

9.6 Staffing would be by specialist staff, either as consultants or full-time central institution staff. They would develop an expertise in the particular field of genealogy, presenting an added opportunity for training and professional development of expertise within a specialist area. Establishing such a service would achieve a marked improvement to the overall level of service provision.

Fig. 4.2 Irish Family History Research Centre: Organisation Structure
Irish Family History
Research Centre Organisational Structure



10 .General Register Office Involvement

10.1 Paradoxically, the removal of the GRO to Roscommon by the year 2000 presents this department with an opportunity to play a leading role within any such framework, given that there is Ministerial commitment to retaining a GRO presence within Dublin. As no definition of a 'searching facility' exists, there is no compulsion to have it sited within the GRO's existing premises.

10.2 Any shared accommodation could form part of an IFHRC arrangement (see 9.1 above). GRO income generation from search fees and copying services would need to be assured.

10.3 A policy granting the public the right to view GRO 'historical' records has not yet been articulated, but if it were, the records of the Irish births, deaths and marriages before 1900 could form the core material of records within any IFHRC arrangement. This would combine features of both the Scottish and FRC model.

10.4 Such an arrangement could provide a solution to the immediate public demand for a central searching facility and improved access provision. It would also safeguard GRO concerns about protecting information about living individuals, while meeting the legitimate interests of the genealogical user.

10.5 Policy decisions determining public access to GRO registration records to the year 1900 would impact on arrangements for church records, in particular the restrictions imposed by certain Catholic bishops on microfilm copies of parish registers held in the NLI. Given the sensitivities of certain bishops to general access, the easier availability of public registers could remove one level of objection to this, and assist in establishing a general principle of public access to all record material over 100 years old.

11. Future Development

11.1 Depending on the speed and success of the GRO's scanning and indexing project, access provision for the genealogist to GRO records could be considered without the strict confines of an IFHRC arrangement.

11.2 Networking from Roscommon would remove the requirement to maintain the paper index volumes in Dublin. It would also permit the supply of such information within any networking facility devised by the GRO to local Superintendent Registrars, permitting the development of localised search centres, on the Scottish model. These centres could operate from the paper registers still held locally, or from the scanned image material.

11.3 Beyond the immediate local provision a future development could involve access via the Internet (see Section 17 below).

12. Institutional Involvement In Northern Ireland

12.1 It is not within the remit of this report to elicit the views of institutions in Northern Ireland. However, any consideration of Irish genealogy in its totality must take account of the records held for the six counties of Northern Ireland, or the service offered to users will remain fragmented.

12.2 As part of this, records held within the IFHRC facility could include copies of microfilms of records held by the Public Record Office of Northern Ireland (PRONI). These would need to be obtained by joint agreement or a reciprocal exchange arrangement.

12.3 As an added dimension to the project, although no local authority provision for archive services exists in the provinces, local libraries and university establishments may be interested in any approach being made as participants and contributors to a national 'pool' of Irish genealogical source information.

13. Local Service Provision

13.1 Provision of a national genealogical service cannot be divorced from the provision of adequate archival or library services at a local level. The demands of the two are inextricably linked. Within a national structure, a hierarchical development could be considered, containing various levels of access provision. Within such a structure, having made use of a central IFHRC facility, the next stage for the genealogical user would be to access information at a local level, through archives and libraries, or through the local indexing/search centres.

14. Archive and Library Services

14.1 Local archive services within Ireland are still in their infancy and archivists remain very scarce. Although legislative provision to establish such services exists in the form of the Local Government Act, 1994, without

significant and long-term investment, the ability of local archivists to deal with the demands imposed on them by the genealogical user will be seriously impaired.

14.2 Once an archive service has been established in an area, the archivist is the key player in any development and improvement of services. However, many local archives are likely to operate as one-person offices for many years to come. It is doubtful therefore whether such small offices could perform any meaningful role within the context of a national genealogical structure. They will certainly perform a useful role as places of deposit for records of genealogical significance, but their primary responsibility should be to identify and safeguard records of archival importance.

14.3 To this end, the value of the archivist will be as a primary identifier of genealogical source information, perhaps to any central board, rather than as a provider of an extensive genealogical service, geared specifically to meet the particular needs of the genealogist.

14.4 The role of the local librarian is perhaps more important. Librarians already form part of a recognised and well-established structure, and are currently better placed to perform a meaningful role within any proposed genealogical framework.

14.5 Within any national policy framework, librarians could act as the recipients of microfilm copies of records held centrally, and act in a support capacity to genealogical visitors in localities. While they may perform this role already, it appears to be subject to the provision of adequate funding for the microfilm purchase and staffing, and dependent on the degree of local sources available within each locality.

14.6 The library, or an archive set up within a library, could perform a role as a secondary research centre, either for the overseas visitor, or for the local amateur genealogist. The proposed central advisory board could act to establish a national microfilming project or structured duplication and distribution policy. Part of any consultative function would be the co-ordination of information from local sources, and to ensure the supply of microfilmed material of local interest to localities.

14.7 This would ensure that source material was as widely distributed as possible, and enhance the appeal of the locality to the overseas visitor, who may have been directed there by the IFHRC.

15. Role Of Irish Genealogy Limited(IGL) And The Indexing Centres

15.1 Within any structured framework, a role exists for those participating within the Irish Genealogy Project (IGP) project, though it is less clear-cut and easy to define.

15.2 The IGP indexing project is currently assessed as 50% completed. The IFHF argue that their priority is the completion of the indexing project across Ireland rather than making available an incomplete index to a central point. On a practical level, resourcing may not be available to provide the Index in a central format.

15.3 The only assured funding to complete part of the signposting project is in the agreed twelve counties of the North scheme, following a grant of £105,000 from the Peace and Reconciliation Committee to IGL. It is likely that any signpost for the border counties will be located within one of the Ulster centres within the next two years. Given the proposal to create an IFHRC facility, IGL should be encouraged to make this index available in Dublin also.

15.4 The proposed timescale for completing the project is very long. IGL estimate a completion date for the entire project in the year 2007, when an all-Ireland index will be completed. However, the entire project hinges on the continuing availability of public funding, and such funding appears to be far from assured. The year-on-year funding by FÁS, as part of their vocational training projects, is subject to review and dependent upon Ireland's eligibility for European Union finance.

15.5 Customer charges levied by the centres cannot cover the costs of financing the project to its conclusion, while the level of charges varies from centre to centre. If indexing centres were to form a part of any national framework structure, beyond that of the IGP, a standard rate of charging would need to be applied. Given the varying states of progress within centres, as well as the varying products delivered, this could prove problematic to administer.

15.6 Any role for the indexing/heritage centres within the genealogical structure of services offered has to be seen without public service provision, but within the context of a fairly sizeable niche market provider. Centres should be offered incentives to remain within a national policy framework, to ensure that they contribute their end-product towards it. This could include those centres that currently stand outside the IGL agreement.

15.7 The creation of a IFHRC facility, or simple enhancement of existing state services at either a central or local level, is not seen by the IFHF as acting in direct competition with their own particular product. In many cases, such a development could improve the situation for centres, as it would remove genealogical users who are the 'one piece researchers', or those seeking particular pieces of information—the vast majority.

15.8 The role for the centres would be to allow them to concentrate on those customers who wish to commission full genealogies. IFHF sees this group as its main customers, and centres would prefer the majority of them to conduct business by mail. However, centres need to improve their own marketability through a standardisation of their product, and better marketing both at local and global levels.

16. National Signposting Index

16.1 Great emphasis has been placed by many bodies on the provision of a National Signposting Index.

16.2 As sellers of a product (albeit one as yet incomplete), indexing centres have an interest in the successful implementation of any genealogical policy. However, they may not all be fully motivated to market their product as widely as possible, partly through a combination of agreements with record holders (i.e., local bishops), partly as a suspicion of being undermined by central developments.

16.3 Any framework could benefit both the interests of the indexing centres and their sponsors, and the wider genealogical community, by addressing the issue of resourcing. The IFHRC management board could contain representatives from the IGP project to ensure their participation within any national scheme, and permit the project to be brought to a conclusion.

16.4 The National Signposting Index is viewed by IFHF as a marketing tool rather than a research tool. The index will consist of statistical information of a reading that a person makes, i.e., combinations of names entered into the system will result in potentially higher 'hits' for certain areas than for others, resulting in a higher probability of a user's ancestors coming from a particular area, and thus 'signposting', i.e., pointing, the user in the direction of a particular locality. This tool will be an indicator rather than index.

16.5 If government money is to continue to finance the IGP, then conditions could be attached to it, and targets set as part of those conditions. The 1996 report of the Comptroller and Auditor General raised questions over the suitability of FÁS providing the labour input for such a projects. It is not the purpose of this report to explore the value for money issues concerned.

16.6 However, funding by FÁS to individual projects is not open-ended, but renewable through annual contractual agreements. Given the necessary authority to do so, any future funding could include specified targets and conditions. This could influence the provision of an end-product within a set time frame, and its delivery to a specified central point, such as the IFHRC. Delivery of the Index should not be dependent upon the completion of the IGP project itself, given that indexing work in some centre areas has not even started.

16.7 The incentive for the centres to agree would be twofold. Firstly, without funding the labour resource would cease and projects might not proceed further, although IFHF indicate that certain centres could continue with volunteers. Secondly, and more importantly for their co-operation, the provision of a central signpost (albeit only partly completed) would enhance the marketability of the product they are attempting to sell, namely provision of genealogical histories for customers.

16.8 If any such Signposting Index were made available in an IFHRC facility, a greater number of visitors might visit localities. The lack of such an Index at present hinders the attraction of visitors locally, given that many have insufficient information to permit them to identify their ancestors' locality of origin. People will visit localities, and the centres, if they can but identify where they came from. To this end, a centrally-located Index is crucial to the economic interests of the localities.

16.9 The dual demands of maximising public access to genealogical information, and attracting economic tourism to localities would thus be fulfilled.

17. Future Developments: Internet Provision

17.1 Internet facilities are currently limited to information websites of individual institutions. The majority of these exist as simple preparatory mechanisms for users to familiarise themselves with institutions, their whereabouts, records held etc.

17.2 Agreements exist with private companies to publish well-known sources (Griffith's Valuation and the Tithe Applotment books), both in microform and CD-ROM formats, and to place these records onto the internet, thus extending the range of users.

17.3 Given Scottish experience, potential exists to extend Irish genealogical provision further and to reach a wider market audience within the greater Irish 'diaspora'. This could achieve the joint aim of maximising public access and extending the marketing of 'Ireland' as a holiday destination to a very large, and interested, market group.

17.4 At present, to extend Irish genealogical services on the internet along the lines of the Scots Origins model may not be feasible. However, given the computerisation and scanning projects being undertaken by the GRO at Roscommon, within the next two years a sizeable quantity of Irish genealogical information will be available in an electronic form to permit an equivalent Irish Origins site to be made available. As soon as a sufficient period of years has been captured, covering the earlier years of civil registration from 1864, this will be sufficient to attract the attention of genealogical users over the internet.

17.5 Small-scale financial transactions across the internet are increasingly common. A dataset of the GRO index information could be placed on a separate website on a pay-per-view basis. To avoid any pressure and risk to the public purse, such a site could be operated by a private contractor on a non-exclusive, and limited contract basis. Revenue would accrue to the GRO from direct sales of certificates and royalty payments for use of the index information.

17.6 If any policy decision is established to permit the GRO to allow public inspection of register entries prior to 1900, the index data-set could be linked to the scanned images currently being captured. Accesses to these sold could be sold on a further fee payment basis.

17.7 Such a service would tap an entirely new genealogical market, as has been the case in Scotland. It could also act as a broader vehicle for Irish cultural marketing, within any 'national site' where a number of related genealogical products and information pages could be linked. This would further broaden the appeal of Ireland as a holiday destination to Internet users who may not have otherwise considered it.

17.8 The majority of existing overseas users of Irish genealogical services, who were surveyed by Bord Fáilte, were identified as already 'en route' to Ireland. Any such developments would tap into a completely new market group, benefiting the wider Irish community.

17.9 Given this potential, it could be advantageous to consider extending the proposals for the National Signposting Index to include internet access also, though given its chequered history to date, this development is considered more remote.

18. Cultural Benefits

18.1 Of all the areas discussed with the key partners, the cultural element and any benefits to be derived from a national policy on genealogy have proved to be the most difficult to assess.

18.2 Practically all organisations agreed that Irish genealogy forms a part of cultural activities and was an important element within the broad definition of 'culture and heritage'. However, each organisation defined the cultural aspects differently, and stressed different aspects of it. Common areas included the importance of the Irish 'diaspora'; defining one's roots and therefore Irishness; enhancing the welcome given as part of the Irish experience.

19. Summary Of Recommendations For A New Framework

Revised Framework

19.1 Any genealogical framework should start from the premise of the needs of the user. These are seen as requiring access to archive 'information' about ancestors rather than to 'records'.

19.2 The majority of users prefer to hunt for this information themselves rather than seek others to do it for them. The framework and services offered must be tailored to meet this primary demand.

19.3 A national framework will require public funding and backing at ministerial level. The Minister for Arts, Heritage, Gaeltacht and the Islands is seen as being best placed to provide this.

19.4 Ministerial policy decisions should be supported by a national consultative board, approved and backed by the Minister.

19.5 The national framework should operate within existing legislative frameworks, viz. the National Archives Act, 1986, the Local Government Act, 1994, and the Heritage Act, 1995.

19.6 A co-ordinating focus will be required to implement a successful genealogical policy. It is recommended that a Irish Family History Research Centre (IFHRC) facility be established as a first step towards improving genealogical provision.

Irish Family History Research Centre

19.7 The IFHRC will require the involvement of the National Library of Ireland (NLI), the National Archives of Ireland (NA) and the General Register Office (GRO).

19.8 The Management Board of the IFHRC could act as the focus for any advisory board approved by the Minister.

19.9 The advisory board should co-ordinate all future discussions with the 'key partners' and implementation of a national policy.

19.10 The advisory board and the IFHRC should run for an experimental period. After five years the performance and functions of both should be reviewed.

19.11 Consideration should be made to charging for access to the IFHRC on a cost-recovery basis.

19.12 The IFHRC should operate on a self-service basis using microfilm or other copy forms of records. As part of the initial set-up, records should include copies of the Roman Catholic Registers; Church of Ireland Registers; the 1901 and 1911 Census records; and land records.

19.13 The advisory board should establish a national distribution and duplication policy as part of its record expansion programme. This would include distribution at a local level.

19.14 Consideration should be given to obtaining access to copies of records held in Northern Irish institutions and involving them in the IFHRC arrangement.

19.15 The GRO should take a lead role within any such development. A policy decision should be confirmed to permit public viewing of registration information of births, deaths and marriages prior to 1900.

19.16 The advisory board should be involved in establishing public access principles to records over 100 years old.

Local Services

19.17 Local access to GRO records should be established through local search centres, using networking facilities from Roscommon, as an extension to the project being undertaken to create scanned images of the statutory registers and computerisation of the indexes.

19.18 A hierarchical structure from a central to a local level of service provision should be considered.

19.19 Where possible, local archive services should form part of this structure and their development should be encouraged further. Archivists are seen as custodians and identifiers of genealogical source information.

19.20 Local archive services, and in their absence local library services, should act as the main focal points for providing genealogical services. They could receive microfilm copies of record information as part of any structured national distribution and duplication policy. They would act as a secondary research outlet, or hands-on searching, at a local level.

Genealogical Indexing Centres, IGP & IGL

19.21 The participants within the Irish Genealogical Project (IGP) project should be permitted to concentrate on a niche marketing role within the policy framework. They would provide services to those customers who wish to purchase a full genealogy only, rather than act as local public searching facilities.

19.22 Neither the IFHRC nor local indexing centres would collect or keep original source material in any form. Such material must be preserved in a recognised, professionally-run archival institution.

19.23 To fulfil the joint demands of maximising public access and encouraging economic tourism at a local level, the National Signposting Index should be provided at a central point to permit visitors to identify possible localities of origin. It is believed that provision of the National Index at a central point would attract more overseas visitors to localities.

19.24 The IFHRC could act as the institution to house the National Signposting Index. It is not assumed that the IGP project must be completed before the Index, or any part of it, is made available. IGL should be encouraged to arrange for the deposit of the Index for the Twelve Counties of the North Scheme.

19.25 Conditional funding should be applied to the indexing centres by the government agencies concerned, in particular FÁS, and targets set as part of that funding. These must ensure the delivery of the end-product within a certain time-scale.

The Internet

19.26 Internet searching of genealogical datasets should be explored once the GRO computerisation and scanning projects have made a sizeable quantity of older records available.

19.27 The internet service could be run using the private sector to avoid additional public expenditure, and set up for a time-limited period on a non-exclusive contract basis. The service would entail a pay-per-view use of credit card transactions across the internet.

19.28 The internet should be explored further as a wider marketing vehicle for Irish genealogy in general.

Chapter 5: The Irish Family History Research Centre (IFHRC)

1. Objective

1.1 The Irish Family History Research Centre (IFHRC) must offer a professional service which ensures that all users, from Ireland and abroad, have easy and efficient access to essential information necessary to carry out genealogical research.

2. Strategic Overview

2.1 The IFHRC will function as a self-service research facility using copies of original material. The IFHRC will also act as a focal point for those interested in genealogy and should promote relevant educational activities (perhaps in association with existing adult education genealogy and family/local history courses at third level colleges), seminars, conferences and exhibitions, both at home and abroad. The location of a shop within the Centre selling general genealogical and specialised publications and other relevant items is an important facility, as these publications are frequently difficult to find.

2.2 To be effective, the IFHRC must determine what types of information are essential to genealogical research. Initially, it is recommended that the IFHRC makes available copies of the universal sources as defined in tables 3.1, 3.2, 3.3 and 3.4 in Chapter 3 of this report. These sources form the foundation of any genealogical research. As indicated many of these records are already accessible in microform format. With the consent of the copyright holders, sets of duplicate copies of the master copies can be made and used by the IFHRC.

2.3 To improve the quality of service offered, the IFHRC must identify, prioritise, and arrange the copying of relevant genealogical sources both within and without the state in a specific strategic duplication plan, with defined targets and associated performance measures. Many potential sources are listed in Chapter 1 and Appendix 3 of this report.

2.4 The IFHRC will not collect or administer original source material in any circumstances. It is the sole function of the IFHRC to offer a service based on access to copies of original source material owned and administered by other institutions.

2.5 In view of the obligation to provide a quality service, the IFHRC should charge for use of the services. The GRO in Edinburgh charge £10.00 per day and £5.00 per half day. It is also possible to buy an annual ticket, costing £1,400. Each customer there is entitled to a desk (which is booked) equipped with a microfilm/fiche reader and access to computer terminals for searching online information. There are other reference facilities available, for example,

the complete set of indexes to parish registers as compiled by the Church of the Latter Day Saints (Mormons) on CD-ROM, online access to the Northern Ireland GRO indices and other general reference works. To ensure that start up costs are adequately covered it is suggested that £15.00 per day and £7.50 per half day is charged within an Irish context.

3. Local Service Provision

3.1 It is vital that the services offered by the IFHRC are made available throughout the country. The extension of the services offered by the IFHRC through the network of local archive services, where they exist, and through the network of local libraries is an obvious means of doing so.

3.2 The information administered by the IFHRC must be made easily accessible through the development of network links using the internet as well as the provision of relevant copies of sources in microform format. In practice this means that each county should have available a number of dedicated computer terminals and microfilm/fiche readers specifically for the IFHRC holdings within the local archives or library service.

3.3 The provision of service in this context will be in copy format only as is the case with the IFHRC.

3.4 It must be emphasised that the collection of original source material, on either a temporary or permanent basis, by any agency other than a professionally established and dedicated archival service is considered unacceptable and is not encouraged under any circumstances.

3.5 Depending on the success of the General Register Office's scanning and indexing project in Roscommon, access provision for the genealogist to GRO records could be considered at local level.

3.6 Networking from Roscommon would remove the requirement to maintain a paper index to the volumes in Dublin. It would also permit the supply of such information within any networking facility devised by the GRO to local Superintendent Registrars, permitting the development of localised search centres. These centres could operate from the paper registers held locally, or from scanned image material.

3.7 It must be emphasised here again that this report cannot support the potential fraudulent use of registration information. Conditions for access to this information must be strictly defined by the Registrar General. Access to the indexes and registers must physically remain in the control of the GRO service at all times without exception. Unfortunately, the potential conflict between facilitating genuine genealogical research, and safeguarding the information from prurient interest and illegality, is very great. Any new framework would need to balance the legitimate interest of the genealogist against safeguards put in place for the living. Potential for undermining the individual right to privacy is of great concern. Accordingly, strict procedures

must be defined and guaranteed to be in force, before the commencement of local service provision in this area.

4. Collaboration

4.1 The successful establishment of the IFHRC requires active partnerships with a number of state and private bodies. The assistance of these agencies is vital for the success of the proposed new framework. These agencies are: The National Archives (Department of Arts, Heritage, Gaeltacht and the Islands), The National Library of Ireland (Department of Arts, Heritage, Gaeltacht and the Islands), The General Register Office (Department of Health and Children), The Genealogical Office (Department of Arts, Heritage, Gaeltacht and the Islands), The Roman Catholic Church, the Representative Church Body, the Presbyterian Church, the Society of Friends, the Methodist Church, and the Jewish Community. In time partnerships with other agencies will be necessary to expand the range of services offered.

4.1.1 Careful consideration must be given to how the initial partnerships are established; this could be best done at senior level within each agency through the Director, with the support of the Secretary General of each relevant government department. Partnerships with the churches must be negotiated with senior representatives of the relevant churches as appropriate.

4.4 Terms of partnership must be clearly outlined in written agreements designed to protect the integrity of the sources as well as the best interests of all partners within the agreement.

4.5 The financial costs of creating copies of sources must be borne by the IFHRC and not by the curatorial agency.

4.6 As already specified in Chapter 4, Figure 4.1, 'Revised genealogical structures' all partners must be represented on the board of the IFHRC.

5. Ministerial Support

5.1 The IFHRC proposes radical and necessary changes to the existing genealogical environment. The new framework presents a dedicated quality service, of international standing, specifically designed to meet the needs of the sophisticated modern user. The successful implementation of the proposed framework demands the support of the Minister for Arts, Heritage, Gaeltacht and the Islands.

5.2 The support of the Minister is vital to ensure that the new framework will be appropriately acknowledged as a relevant participant within the existing network of cultural services.

5.3 The new framework requires the co-operation of a number of key partners. The history of clerical reluctance to make information more

accessible stems from a complicated legacy of difficult relations between various parties in the past. To overcome some of these problems and start afresh demands that the Minister is fully supportive of the new framework.

5.4 In the present atmosphere of open and efficient access to information, as an individual's right rather than a privilege, the support of the Minister conforms with articulated government policy as expressed in the Freedom of Information Act, 1997, and the philosophy underpinning that legislation.

6. Institutional Contexts: Benefits To Institutions

6.1 The IFHRC will operate with defined objectives based upon the belief that its core function is to provide a quality service to a defined user group. The basis of this service is to develop strategies that provide easy access to information in an accurate manner. Unlike other state institutions, the IFHRC will not function as an agency collecting or maintaining original source material.

6.2 Two defining factors arising from all the public consultation processes undertaken to support this report inform the view that the establishment of a dedicated genealogical service in the manner described here is urgently required. These factors are:

- all the universal sources used by genealogists were originally created for functions other than genealogical research, and these functions are still relevant today;
- all state services providing access to genealogical sources are greatly under-resourced and have a variety of statutory functions to perform; this can result in poor quality service for genealogists.

The National Archives

6.3 The functions of the National Archives, one of the main repositories holding genealogical records, were vastly expanded under the terms of the National Archives Act, 1986. The volume of records and archives to be preserved and made available for public inspection places enormous pressures on an institution which has not received reciprocal resources to meet these pressures. Further, the volume of material will grow inexorably each year as government departments and scheduled bodies make their annual transfer of records to the National Archives. The recent enactment of Freedom of Information Act, 1997, places further legal pressures on this institution to provide additional services.

6.4 A Future for Our Past: A Strategic Plan for the National Archives 1996–2001 addresses key areas of work which the institution must address; these areas include:

- clearing for transfer the large backlog of older records still held by some scheduled bodies and court offices to the National Archives

- clearing the backlog of departmental records awaiting listing by National Archives staff
- preparation of disposal schedules listing record series held by each government department, scheduled body and court office, and indicating whether record series are to be transferred to the National Archives or disposed of, and when transfer and disposal should occur
- conducting a government-wide survey of records management practices within government departments, to enable departments to manage their records effectively while meeting their obligations under the National Archives, Data Protection and Freedom of Information legislation
- compiling regulations and guidelines concerning the management and preservation of electronic records and establishing an Electronic Archives Centre within the National Archives

Other objectives refer to provisions for the records of state sponsored bodies, supporting the development of local archives services and the development of a comprehensive preservation policy.

6.5 The legal responsibilities placed on the National Archives to meet their objectives in the manner described above, with limited resources, make it extraordinarily difficult for the institution to provide the service currently demanded by users, of whom 60–70% are genealogists. In light of the range of other responsibilities placed on the National Archives, the quality of the service which they presently provide is remarkable.

6.6 The establishment of the IFHRC would greatly help the National Archives in releasing staff resources to meet the objectives defined in their strategic plan.

The General Register Office

6.7 The primary role of the General Register Office, the other principal holder of genealogical records, is to ensure the proper registration of births, deaths and marriages, rather than the provision of a genealogical searching service. Genealogy is a secondary by-product of that main purpose. The General Register Office comes under the responsibility of the Minister for Health.

6.8 Statistics of users of the GRO searching facilities, indicate that there are three different types of customer: the professional genealogist or record agent; the customer wishing to purchase a certificate or request a change in registration; those wishing to register an event.

6.9 Prior to 1984, it was probable that genealogy made up a small part of this demand. Since then the demand for certificates has grown with a 128% increase in the past ten years. This increase can be largely attributed to the growth of interest in amateur genealogy.

6.10 Existing premises, shared with the Eastern Health Board as part of the active registration process, do not in any way allow for the demands on the

service. The Research Room provides a reasonable, though inadequate, space for genealogists.

6.11 As part of the ministerial decision to remove the General Register Office to Roscommon, the Minister made a public commitment to continue to provide a public search facility in Dublin. A public search facility was not defined, other than permitting access to the indexes and record information. Once the General Register Office has moved to Roscommon, consideration must be given to including the services offered by the General Register Office in the IFHRC. This would separate the General Register Office from the Eastern Health Board functions, and provide easier access facilities to meet the specific requirements of professional genealogists and growing numbers of amateur genealogists.

The National Library of Ireland

6.12 The National Library of Ireland acts as the main copyright library for Ireland. Its mission is to acquire all publications or materials of Irish interest. As the holder of microfilmed copies of the parish registers of the Roman Catholic Church it plays a pivotal role in the provision of genealogical services in Ireland.

6.13 Over the summer of 1998, the National Library offered a consultancy service whereby accredited professional searchers undertook unlimited consultation with genealogical users in a dedicated genealogy room. The service was very successful and consultants averaged c.50 consultations a day or c.300 consultations a week. This service removed pressure from the general reading room and released more space for readers.

6.14 This service, which was run as a pilot scheme with much less sources available than are proposed for the IFHRC, was hugely successful and well received by genealogists. It is a useful indicator of the potential interest which a fully-fledged genealogical service would stimulate.

7. Cost Benefits

7.1 Experience in Edinburgh and London suggests that the provision of an efficiently-run centralised service will at least cover running costs and allow considerable flexibility for future developments. It is understood that potential users of the IFHRC must pay for the use of the facilities offered by the Centre. The cost is designed to meet service needs rather than paying for information. It is recommended that a daily rate of £10.00 per day be charged, with a half daily rate at £5.00.

7.2 The GRO(S), as does the GRO in Ireland, requires the payment of a statutory fee to search the indexes to the statutory registers held by it. In Scotland, paying the statutory fee for a search pass gives users the right to search the indexes to the post-1854 statutory registers; the pre-1855 Old Parish Registers; and the open census returns 1841 to 1891. The GRO(S)

has 100 search places within New Register House. Users also have the right to buy an extract, that is an authenticated copy, of any individual register entry.

7.3 In addition, at the discretion of the Registrar General (Scotland), those who have paid a fee are also permitted to look at microfiche or microfilm copies of the actual entries of births, deaths and marriages etc. identified from the indexes, and to take notes. Customers at New Register House can also purchase unauthenticated copies of any statutory register entries over 100 years old.

7.4 In Scotland, access to records in New Register House is viewed as access to information rather than access to unique documentary sources. A duplication policy, through public use of microfilm and microfiche, avoids handling of original records, and safeguards their preservation. Copies of these microform copies have been sold to institutions all over the world.

7.5 By allowing access to information in a simple straightforward fashion the GRO(S) has been remarkably successful in attracting a huge annual clientele. Including the number of users accessing services via the internet (all of whom pay for the service), the GRO(S) attained a record number of searches in 1997-98, equivalent to 24,347 daily attendances and over 539,000 individuals having access to record information. Financially, this service covers its costs and includes provision for further expansion of the service.

7.6 Within an Irish context the potential cost benefits are great. Firstly, the establishment of the IFHRC would facilitate the efficient functioning of other institutions such as the National Archives by releasing staff resources to meet statutory requirements in the provision of systems to facilitate the efficient administration of government departments. This alone would contribute greatly to the overall economic effectiveness and efficiency of government.

7.7 Secondly, the National Library is obliged to offer services to a range of users from experienced academic users to journalists, politicians, research students and members of the general public, etc. The pressures on the reading room facilities are great, are frequently a matter of public debate in the newspapers and have, on occasion, been brought to the attention of the Oireachtas. Staffing resources to meet these needs are equally stretched. Economically, the release of extra staff and space to deal with other users would significantly help the overall functioning of the institution.

7.8 Thirdly, the dramatic increase in interest in genealogy as articulated by An tÁrd-Chláraitheoir (128%) coupled with the statutory registration functions performed by this department indicate that the service is greatly overstretched.

7.9 The opportunity presented by the transfer of the GRO facility to Roscommon coupled with the large investment by the GRO in technology and expertise to digitise their records is great. The existence of this technology and expertise within the country greatly undercuts the potential capital

investment required to establish an IFHRC in a completely fresh environment. The GRO facility in Roscommon offers ability to digitise duplicate records. This report strongly recommends that the opportunities offered by availability of this technology and expertise must be fully exploited within the context of the proposed new framework.

7.10 The economic benefits of offering a service using Internet provision must be further examined. Given the computerisation and scanning projects currently being undertaken by the General Register Office in Roscommon, within the next two years a sizeable quantity of Irish genealogical information will be available in electronic format. As soon as a sufficient period of years has been captured, covering the earlier years of civil registration from 1864, there will be enough information to attract the attention of genealogical users over the internet.

7.11 Small-scale financial transactions across the Internet are increasingly common. A dataset of the GRO index information could be placed on a website on a pay per view basis. To avoid any pressure or risk on public expenditure such a site could be operated by a non-private contractor on a non-exclusive and limited contract basis. Revenue would accrue to the GRO from direct sales of certificates and royalty payments for use of the index information.

7.12 Utilising the internet could achieve the joint aim of maximising public access to information and extending the marketing of 'Ireland' as a holiday destination to an interested market group in a cost-effective manner.

7.13 Experience elsewhere indicates, that if the IFHRC is established and managed in an accepted professional and businesslike manner, the Centre can clear the initial start-up costs and generate a reasonable annual income. To properly evaluate the business potential of this venture, this report strongly recommends that the present studies in income generation within the cultural services be extended to the IFHRC. The report further recommends that an independent business plan incorporating an income projection study be conducted in parallel with the establishment of the Centre.

8. Physical Requirements: Location

8.1 The location of the Centre is important. The Centre must be visible and have a high public profile. Physically the Centre should have a street level 'shop front' advertising its services and facilities.

8.2 The Centre will hopefully attract tourist groups, therefore parking facilities for tour buses, and general parking, are important factors. The Centre should be easily accessible on public transport as well. It would be very convenient if the Centre were located close to the main tourist attractions. The Centre must be accessible by ramps.

8.3 No materials will be allowed to be removed from the premises. An area will be set aside for the use of personal computers, e.g., laptops. These

computers will run off the centre's own power points. Visitors will have the use of lockers in which to store personal belongings as no bags will be allowed in the reading rooms. The number of visitors will be restricted to the number of seats available at any one time. There will be visitor orientation tours and an introductory video.

9. Physical Requirements: Accommodation

9.1 The following is an outline of the accommodation requirements of the IFHRC. It is estimated that the minimum space required to accommodate the service is 800 sq. m.

Public Area

- Security point
- Reception area
- Information point/shop
- Locker room
- Reading room to accommodate 170 users, each work station equipped with microfilm and microfiche readers
- Dedicated self-service area for microform storage and retrieval
- Lecture room/Meeting room
- Exhibitions area
- Rest area/Cafeteria

Administrative Area

- Office space to accommodate 19.5 staff
- Meeting Room
- Canteen
- Storage Area

Technical Services

- Reprographic area
- Audio visual facilities
- Switchboard
- Computer room

General Services

- Toilet facilities for staff & public
- Security alarm system
- Fire detection/extinguishing system
- Air conditioning system

Estimated Total Space Required: 800 sq. m.

10. Financial Analysis (I): Capital Expenditure

Estimated Building Costs

At time of writing, these figures were correct. Due to rising property prices, these figures are subject to change.

Purpose-built building, area 800 sq. m.	£
Building Cost @ £906 per sq. m.	724,800
Siteworks @ 6%	43,488
TOTAL	768,288
Allowance for inflation	
To tender stage (12 months) 7.5%	57,621
Construction phase (9 months) 2.5%	19,207
	76,828
Construction cost	845,116
Contingency 5%	42,421
Construction budget	887,421
VAT 12.5%	110,927
Construction budget, inc. VAT	998,348
Design team fees and expenses 10%	88,742
VAT on fees 21%	18,636
Sub-total	107,304
	1,105,726
Exhibition area, specific design and construction	45,000
Misc. fees and expenses	10,000
Sub-Total, Capital Expenditure, Building	1,160,726

11. Financial Analysis II: Capital Expenditure: Estimated Costs for Specialised Equipment, Furniture and Fittings and Stock

REPROGRAPHIC EQUIPMENT

170 microfilm readers: Microview	314,500
20 microfilm printer/readers	158,000
100 microfiche readers: Bell & Howell	28,500

10 photocopiers: Xerox 5352	49,500
Sub-total	550,500

IT & OFFICE EQUIPMENT

Network server, cabling, SCSI HDDs	7,000
18 PCs (for staff)	18,000
22 PCs (for customers)	22,000
Scanner Fujitsu M3093GX + SCSI cabling	3,550
Printer laser HP 6P	685
Printer laser duplex Xerox 4512	1,066
Fax Brother 1020	329
Sub-total	52,630

AUDIO VISUAL EQUIPMENT FOR LECTURE AREA

Overhead projector 3M M9700	1,449
Multipurpose TV/AV trolley	254
TFT LCD Panel Nobo	3,780
Slide projector Nobo SP5	761
Slide projector stand Sasco	180
Parabolic screen Nobo	1,048
Sub-total	7,472

ENVIRONMENTAL & SECURITY CONTROL SYSTEMS

7 Darkin Suspended Air Conditioning Units	24,500
4 Dehumidifier Vent Air Maxi-Dri	1,908
Intruder alarm system	2,000
Fire detection system	2,000
Fire extinguishing system	2,000
Sub-total	32,408

FURNISHINGS & FITTINGS

170 lockers Bisley 4 door	7,295
170 chairs: medium back typist's	22,078
170 office tables	40,178
Desks for 19.5 staff	3,551

Chairs for staff: high back operator's chair	4,025
Footrests for staff	421
4 filing cabinets Bisley	819
Conference table 8 places	819
8 upholstered stacking chairs	340
Reception Unit: 2 Chairs	429
Reception Unit: Table	128
Display (glazed bookcase with doors beneath)	872
Exhibition board Sasco 6 panel	463
4 literature display floor stands	1,120
2 literature organisers (24 compartments)	188
6 noticeboards Quartet	527
100 stacking chairs for meeting room	4,797
100 public rest area chairs: plastic stacking	2,067
25 public rest area tables	1,317
100 microfilm storage TMC8 cabinets (x 350 rolls)	79,000
1 microfiche storage TMC8 cabinet (x 3200 jackets)	790
General furnishings & fittings	10,000
Sub-total	181,224

STOCK

1901 Census microfilm 1206 reels x 25	603,000
Tithe Applotment microfilm 145 reels x 25	15,050
Griffith's Valuation microfiche 462 fiche x 25	32,175
Index to Griffith's Valuation CD-ROM x 22	880
Census Index Ireland 1831-41 CD-ROM x 22	294
Irish Recordfinder CD-ROM full version x 22	11,440
Topographical dictionary of Ireland 14 fiche	280
Reference works	10,000
Sub-total	673,119

OTHER COSTS

Contingency	20,000
Sub-total	20,000

TOTAL

1,525,531

12. Financial Analysis (III): Estimated Pay Costs, Breakdown of Estimated Pay Costs

Permanent staff pay

(See attached organizational chart, indicating the positions and associated grades)

No.	Grade	Gross salary	Employer's PRSI	Employer's Pension	Total of gross pay + employer's cost
1	Assistant Principal	31,898.07	3,588.00	1,678.84	37,056.91
1	Archivist/Assistant Keeper Grade II	26,524.56	3,182.94	1,396.03	31,103.54
1	IT Manager	26,524.56	3,182.94	1,396.03	31,103.54
1	Marketing & Information Manager	26,524.56	3,182.94	1,396.03	31,103.54
1	Administrative Manager	26,524.56	3,182.94	1,396.03	31,103.54
1	Higher Executive Officer	23,384.09	2,806.09	1,230.74	27,420.92
1.5	Clerical Officers	22,540.51	2,441.88	1,186.33	26,168.72
1	Executive Officer	19,335.16	2,320.21	1,017.64	22,673.01
6	Clerical Assistants	74,081.46	6,296.76	3,898.92	84,277.14
5	Service Attendants	56,995.05	4,844.55	2,999.70	64,839.30
	SUB-TOTAL 19.5 staff	334,332.58	35,029.25	17,596.29	386,850.16
	TOTAL COST TO EMPLOYER	386,850.16			

Employer's pension contribution: 10% of salary

Employer's PRSI: Class A 12%

**Figure 5.1 Irish Family History Research Centre:
Job Titles and Relevant Grades**

Center Director (1) Assistant Principal Officer (1)			
Information Scientist (1) Archivist/Assistant Keeper, Grade 2(1)	IT and Technical Manager(1) IT Manager (1)	Sales and Marketing Manager (1) Sales and Marketing Manager (1)	Administrative Manager (1) Administrative Manager (1)
Reading Room Supervisor (1) Part-time Reading Room Supervisor (.5) Clerical Officers (1.5)	Support Technician (1) Executive Officer (1)	Bookshop Manager (1) Higher Executive Officer (1) Part-Time Staff (2) Clerical Assistants (2)	Secretarial Staff (2) Security Staff (4) Receptionists/Cashiers (2) General Maintenance (1) Clerical Assistants (4) Service Attendants (5)

13. Financial Summary

Sub-Total, Building	IR£1,160,726
Sup-Total, Equipment, Furnishings, Fittings and Stock	IR£1,525,531
Sub-Total, Pay Costs (1 Year)	IR£306,850
Grand Total	IR£3,073,107

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Appendix 1: Terms of Reference

I To describe the current situation regarding the use of genealogical records (inclusive of heraldic records) in Ireland, including a description of State and other genealogical resources in place (particularly within and also without the State) to members of the public and professional researchers.

II To evaluate the effectiveness, from a cultural perspective, of the State services in place and of other private and State sponsored initiatives taken to promote the use of genealogical records as a cultural resource.

III Within a framework of available resources to make recommendations:

(a) as to ways in which genealogical resources may be protected for future research;

(b) as to any revised arrangements that might improve the effectiveness of State services and that otherwise might aid and promote the use of genealogical records;

(c) to maximise the degree of public access to genealogical records.

IV To make recommendations concerning any new or expanded framework in which improvements to the State services being provided would be realised and, as far as possible, to quantify the medium and long term cultural benefits and financial costs that should arise from any such new or expanded framework.

Appendix 2: Public Consultation Process Phase 1, Recommendations

The following is a summary of the findings from this consultation process. The findings are discussed within the order of the terms of reference.

Structures

Many respondents expressed the view that the absence of a comprehensive national policy and overall organizational structure undermines the quality of the service provided. The content of the responses indicate that there is an urgent need to develop a national policy which addresses the following:

- the establishment of a central agency to oversee the co-ordination of services;
- the development of a comprehensive network of local services covering the whole country;
- the expressed commitment to manage services to acceptable professional standards;
- the adaptation of professional archival standards in the operation of all aspects of genealogical services.

Services

A number of practical issues were identified under this heading which highlight the difficulties associated with the management of resources. These include:

- inadequate staffing levels and standards;
- inadequate funding;
- limited opening hours;
- absence of policy regarding a policy of duplication and distribution of primary sources throughout the county;
- inadequate guides to record holding, especially those private archival collections.

Preservation

It is acknowledged that archival records, including genealogical records are unique items. The information, which they contain, is not replicated in any other place. The damage or loss of records can sometimes mean the permanent loss of information. Accordingly, there is an urgent requirement to:

- devise a national preservation policy with government support;
- develop improved facilities within repositories to assist with preventative preservation, i.e. improved storage facilities, use and handling procedures;
- ensure that the custodians observe professional archival conservation practices and standards;
- systematically duplicate, or digitise original records and thus prevent unnecessary usage;
- develop high quality, efficient finding aid systems, which would reduce unnecessary wear and tear on original records.

Accessibility

Central to the question of access are a number of largely unresolved issues:

- the principle of public ownership of information and the rights of access to this information;
- the question of the protection of both the intellectual integrity of the records and the information contained within the records, some of which are very sensitive;
- the maximization and realization of the potential usage of records as primary source material through description in suitable finding aids.

Guardianship

Respondents who addressed the responsibilities implicit in the custodianship of archival records, expressed the need to address the following issues:

- the need to develop a national policy defining the professional standards for the care and administration of records;
- the need to resource institutions so that they can meet with accepted archival standards;
- the requirement to advertise information about the location of genealogical records more effectively and efficiently;
- the need to increase the use of IT to facilitate access to genealogical information.

Development

The responses to this term of reference are complex. In essence respondents suggested a tiered approach to development.

(a) The need to address fundamental issues about the policies supporting genealogical services; the need to implement professional archival standards in the operation of services and the requirement to greatly increase access to genealogical information.

(b) Evaluating the potential development and marketing of genealogical services using strategies listed below:

- the need to integrate genealogy into national tourist strategies, without attempting to exploit tourists and researchers;
- the need to promote links with other countries;
- the need to encourage and support genealogical activities such as The Irish Genealogical Congress and Irish family history events;
- the possible initiation of local oral history projects;
- the promotion of local history and genealogy amongst young people within the school structure.

(c) The requirement to re-evaluate Irish Genealogy Ltd. and Genealogical Indexing Centres.

Other Findings

Information technology provides a framework for all the responses contained in each individual term of reference. Accordingly, it must be addressed in a pro-active way. The use of information technology as a tool for the development of genealogical services is fundamental to any policy developments.

The need to develop a co-ordinated technology strategy to capture the information preserved in the main genealogical sources has been widely recognized. This strategy should include all those genealogical records held in various state repositories and should be systematic in its approach. The following proposals in this context:

- as these records are currently stored in a variety of media—microfilm, original material, and in electronic format the development of a planned, phased transfer of information onto a suitable electronic media is imperative;
- the introduction of a quality accreditation (a 'Q' mark) could help to facilitate uniform standards of electronic finding aids. This system could, potentially, be monitored by the ISO or an international standards authority;
- an appropriate IT strategy could maximize the development of our genealogical services on an international level.

Respondents were vociferous in their responses relating to IGL and Genealogical Indexing Centres. The following is a breakdown of the central issues, which were raised:

- the need for the re-examination of the role, structure and management of the IGL as the umbrella body and the centres, as the constituent elements of that body;
- the need to recruit appropriate professional staff and to re-evaluate the role of FAS trainees;
- the need for increased funding to complete the digitisation of records, and to improve buildings and recruit staff;
- the provision of facilities whereby researchers can carry out their own research;
- the urgent need for updating IT facilities.

It should be noted that Irish Genealogy Ltd. propose to generate a signposting index serving to guide users to relevant service providers is of crucial importance. The development of this index would play a significant part in the development of a coherent, accessible genealogical infrastructure. The responses from this public consultation process indicate the users require that this index be generated and put in place as a matter of urgency.

Appendix 3: Public Consultation Process Phase 2, Questionnaire

Policy

1. Do you think that there is a need for a national policy on Genealogy? If so, what are the central elements that would comprise this policy?
2. Who or what agencies should develop policy?
3. How should policy be implemented and by whom?
4. Who or what agencies would have power to review and amend policies?

Services

1. Briefly state your views on the effectiveness of existing genealogical services?
2. What support structures do you feel are necessary to improve these services?

Funding

1. What aspect of genealogical services and resources require funding most? (Please prioritise answers.)
2. From which sources should this funding emanate - public or private sector or both?

Responsibility and preservation.

1. Who do you feel should assume responsibility for our archival material containing genealogical information?
2. Who should assume responsibility for the copying and availability of the genealogical information contained in various archival collections?
3. Could you give your view on the growing use of primary material and suggest steps for its preservation?
4. Could you outline what you consider is the most efficient and appropriate medium for the use of records (with due regard to its preservation)?

Availability and Access

1. What in your view is the most efficient medium for accessing records for genealogical purposes?
2. Where and how do you think genealogical records should be made available to the public?
3. Should there be a charge for accessing genealogical records held by the state?

- 4.** Do you have any view on the availability of private genealogy records such as church registers and relevant sections of estate archives etc.? If so, please outline?
- 5.** What, in your opinion, are the current problems regarding access to genealogical records and their availability throughout the country (please prioritise your answers)?
- 6.** How do you feel genealogical material can be best used to support the promotion of Ireland internationally (please prioritise your answers)?

Appendix 4: Public Consultation Process, Phase 2, Findings

The following is a summary of the issues raised during this consultation process:

Structures and Services

- The structures currently in place are inadequate to address the demands of genealogical users.
- The overall quality of the service offered is variable and fragmented and lacks co-ordination or direction.
- The formulation of any successful national policy will require government involvement in terms of improved public funding and commitment at ministerial level.
- Either a central body or agency is required to oversee a co-ordinated approach to services.
- Rapid investment is required to develop a network of services, which is co-ordinated but comprehensive at local level, and is adequately staffed and run to recognized professional standards.
- Current services are limited in availability and records are difficult to access in certain areas.
- Any national policy on genealogy should not be divorced from a national archives policy.

Physical Preservation & Accessibility

- There is an acute awareness of the vulnerability and uniqueness of the records involved.
- The inadequacy of service provision also reflects inadequate preventative preservation, both at central and local service levels.
- Limited opening hours, and the lack of finding aids which are easily accessible and user-friendly, cause frustration for the user.
- There is a need for a systematic copying or duplication policy, either in the form of distribution of microfilms or scanning of original source material.
- An overall improvement in the use of IT and the internet would improve access and further safeguard material.

- Advertising through improved sign-posting of information about records, marketing and education would improve public awareness of records in general.

Openness & Hands-on

- It is inappropriate to regard records over a certain age, say 100 years old, as sensitive. Addressing this issue is a key to improved accessibility.
- Principles of public ownership of material and a right of access should be established.
- The large majority of users wish to undertake genealogical research work for themselves, rather than commission others to do it for them.
- Self-help principles are not at variance with the interests of professional searchers or commercial indexing centres.

Finance & Tourism

- A right of access, or 'free' access, should not be confused with not charging for access.
- Funding for projects from the public purse should be conditional funding.
- Genealogy should be integrated within national tourist strategies, but to market this effectively the product has to be greatly improved and undertaken in partnership with the industry.
- Dublin and central interests must not override those of the locality. The provision of easy access to information at a central point must not run counter to local interests.
- There is a need to reassure the localities, and those involved in providing record information to projects, about the open-ended nature of genealogy. Every answer to a particular genealogical question simply poses yet another question.

Appendix 5: Repositories And Sources Of Records, Including Family History Societies And Commercial Services

This appendix gives information on location, contact details and holdings of repositories of potential interest to genealogists. All such information is subject to change.

1. Within the State

Genealogical Office (Office of the Chief Herald)

Location

2 Kildare Street, Dublin 2. Phone: 01-603 0322/603 0311; fax: 01-662 1062.
Deputy Chief Herald: Fergus Gillespie

Opening Hours

Monday to Friday 10:00-12:30; 14:30-16:30

Services Provided

Principal function is heraldic, that is, the granting and confirmation of official achievements to individuals and corporate bodies.

Holdings

Manuscripts numbered 1 to 822. They can be divided into official records, administrative records of the office and reference works, and research material. There is no single index to the manuscripts. The archives hold over 20,000 research files containing family history research. There is a project to index the files by family name and computerise the index.

Applications to read manuscripts to be made through the National Library of Ireland.

Other

A heraldic museum is open to the public. Information on access including a list of manuscripts and indexes to them is available at <http://www.irishtimes.com/ancestor/browse/records/genealogical>

General Register Office

Location

Joyce House, 8-11 Lombard Street East, Dublin 2. The GRO is an executive unit of the Department of Health.

Phone: 01-671 1000; fax: 01-671 1243;

URL:<http://www.doh.ie/manual/chap4/gere.htm>

Opening Hours

Monday to Friday 09:30-12:30; 14:15-16:30

Services Provided

The purpose of the registration service is: to record births, deaths and marriages and to enable people to verify these events in the form of internationally acceptable certificates; and to provide material for use in the compilation of vital statistics.

An tArd-Chláraitheoir is legally obliged to compile a national index of registered events and to make it available for researches by the public, who may also purchase copies of any of the entries in the Register. The GRO is divided into three sections: public office, indexing section and special projects section. The public office contains the public office research room, the postal section 1900s and the postal section 1800s. The other two sections deal with contemporary matters. Non-Catholic marriages from 1845 onwards; registration of births, deaths, marriages from 1864.

Fees: in person Particular Search (up to 5 years) £1.50 per type (BDM); General Search (for a day) £12 (for all types); Photocopies £1.50.

Certificates: Full Birth £5.50, extra copies £4 each; Short Birth £3.50, extra copies £2 each; Death £5.50, extra copies £4 each; Marriage £5.50, extra copies £4 each; Authentication of a certificate £1.50.

Holdings

The national index of births, deaths and marriages. The GRO is currently engaged in the transfer of paper-based records to an electronic imaging system. This project will continue until 2000.

National Archives

Location

Bishop Street, Dublin 8. Phone: 01-478 3711; fax: 01-478 3650; URL: <http://www.nationalarchives.ie/>

Director: Dr David Craig.

Opening Hours

Monday to Friday 10:00-17:00, excluding public holidays. Documents are produced to readers 10:00-12:45; 14:00-16:30.

Services Provided

Apply for a Reader's Ticket by filling form at front desk. Sign visitors' book there. Take lift to 5th floor for the Reading Room. Obtain Readers' Ticket (valid for a year) at desk. To order documents, complete an Order Docket for each document required. Photocopies can be made of most loose documents, but not of bound volumes or large or fragile documents. Alternative copying techniques can be discussed.

Fees: for photocopying, authenticated copy of testamentary documents, for copies from microfilm and from transparencies.

Holdings

Census 1901, Census 1911, Census 1821-51 (fragments), National School applications, registers and files (pre-1922), Valuation Office and Boundary Survey, Archives salvaged in 1922, Church of Ireland parish registers (pre-1869), Genealogical abstracts (Betham, Crossle, Groves, Grove-White and Thrift), O'Brien's set of Incumbered/ Landed Estates Court rentals, Will books and grant books, Tithe Applotment Books (microfilm), Griffith's Primary Valuation (microfiche), Wills (1900-73), National School salary books, Ordnance Survey (part), Prison Registers, Quit Rent Office (part), Shipping agreements and crew lists, Board of Guardians records, Hearth Rolls and

Subsidy Rolls (1660s), 1659 Census, Religious Census for 1766 (incomplete, mainly Catholic for Cashel & Emly and one other diocese), 1749 Census for the diocese of Elphin.

Other

Transportation Records for 1788 to 1868 are available online from the NA website.

National Library of Ireland

Location

Kildare Street, Dublin 2. Phone: 01-603 0232; fax: 01-676 6690; URL: http://www.heanet.ie/natlib/family_research.html. Director: Brendan O'Donoghue.

Opening Hours

Monday to Wednesday 10:00-21:00; Thursday to Friday 10:00-17:00; Saturday 10:00-13:00.

Services Provided

Access is free. No application for a reader's ticket is needed to use the genealogical service; visitors are asked to sign the visitor's book and put on a badge for the duration of visit. Genealogical Service room is manned by APGI members (badged). Leaflets include maps, list of genealogical indexing centres, 6 NLI general library leaflets, 3 NLI family history research leaflets, exhibition about family history research. Also provided is the Index to Griffith's Primary Valuation on CD-ROM and John Grenham's RecordFinder CD-ROM, as well as the RIC Index on microfiche and various finding aids and reference material.

Holdings

Most Roman Catholic parish registers to 1880 on microfilm (access to those for the dioceses of Cashel, Kerry and Limerick require written permission from the relevant bishop); Griffith's Primary Valuation on microfiche; Tithe Applotment Books on microfilm; 1766 Religious Census on microfilm; Estate papers; Newspapers and journals; trade directories.

Other

Finding aids: Index of Surnames or Householders Index (NLI, 1965) in Tithe Applotment Books and Griffith's Valuation (NLI), Roman Catholic Parish Registers (list of parishes by diocese, covering dates of the registers, and NLI call number) (NLI, 1988), Parishes Civil to Catholic listing (NLI, n.d.).

Registry of Deeds

Location

King's Inns Building, Henrietta Street, Dublin 7. Phone: 01-670 7500; fax: 01-804 8408; URL: <http://www.irlgov.ie/landreg/210a306.htm>

Opening Hours

10:30-16:30.

Services Provided

Pay at Cash Office for search. Proceed to Public Search Room on 1st floor to consult staff. On 2nd floor are indexes Index to Land Index 1708-1919, Index to Land Index 1920-1949. Look up county or city to see which volume(s) to

search. The heavy, large, sack-bound volumes can be difficult to read (writing, age). Look up these indexes by Parish or Street, then search by grantor. Using reference given, e.g. b:225 p:120 no128298, go to Transcribing Room. Again these volumes are large and heavy. Look up volume, page and number on page. The memorial of deed is written there. There is also a Grantors' Index. This is also available on microfilm in the National Library.

Holdings

Memorials of Deeds 1708-present.

Other

Search by Public (General Search without limitation each day by every person) £10.

Common Search per surname for ten years or part thereof £2.

Certified copy of Memorial £4.

Providing any service for which no other fee is prescribed £2.

Representative Church Body Library

Location

Braemor Park, Churchtown, Dublin 14. Phone: 01-492 3979; fax: 01-492 4770; library@ireland.anglican.org; URL:

<http://www.ireland.anglican.org/library.html>. Librarian Archivist: Dr Raymond Refaussé.

Opening Hours

Monday to Friday 9:30-13:00; 13:45-17:00.

Services Provided

Information sheets about the library are available. An application form must be filled out.

Information sheet no. 4 Genealogy and Family History indicates the holdings of the library.

There is an integrated card catalogue for the archival and manuscript collections, a draft summary catalogue of manuscripts and detailed handlists for most of the collections.

Holdings

Registers in original from some 600 parishes, some microfilmed, covering 1690-1990s

Vestry books, preachers' books

Wills, mostly abstracts

1766 Religious Census, 1634 Subsidy Roll, 1664-5 Hearth Money Returns, 1660 Poll Tax, 1740 List of Protestant Householders

Clerical succession lists compiled by J. B. Leslie, both published and unpublished, for all dioceses

Genealogical research papers: family collections, pedigrees

Diocesan records, cathedral records, General Synod and Representative Church Body records, miscellaneous manuscripts

Other

A Handlist of Church of Ireland Parish Registers in the RCB Library (available for purchase)

A Handlist of Church of Ireland Vestry Minute Books in the RCB Library (available for purchase) Search List of Church of Ireland Parish Registers and Vestry Minute Books at the RCB Library online at

<http://www.IHAonline.com/rcbl.htm>

Registers of four churches have been published in paperback by the library.

Valuation Office

Location

Irish Life Centre, Abbey Street Lower, Dublin 1. Phone: 01-817 1000; fax: 01-817 1180; Lo Call 1890-304 444

Opening Hours

Monday to Friday 9:30-12:30; 14:30-16:30.

Services Provided

Function is to value property for the purposes of local taxation. Today this is carried out on a more restricted scale. The most well-known work produced by the office is Griffith's Primary Valuation of Tenements (1848-1864). This is available in bound form in the National Library and the National Archives and on microfiche. It is organised alphabetically by townland within civil parish, the civil parishes are similarly arranged within baronies. The baronies are arranged by county. The pages of the valuation are set out in tabular form.

Fees: service is free to students and personal users. For other users, fee for current year £10, for previous year £25, for previous years to 1950 £40, for previous years to 1900 £100, for previous years to 1899 £200 (map must be submitted for search to take place, address is not sufficient). Each volume consulted £2, or staff time each hour or part of £12.

No queries are taken over the phone except general questions about facilities, etc.

Holdings

Maps corresponding to Griffith's Primary Valuation, showing the locations of tenements, are held electronically. An A3 size photocopy of a section of a Griffith's map may be obtained for £10 in person or through the post (townland and OS map number must be provided). An entire map may be obtained for a fee of £20. Postage extra in both cases. The originals are now in the National Archives. The later series of maps corresponding to revision books (or "cancelled books") of Griffith's Valuation are still held at the Valuation Office where they may be inspected but not photocopied.

City and County Libraries

City Libraries

Cork City Library
Dublin City and County Libraries
Limerick City Library
Waterford Municipal Library

County Libraries

Carlow County Library
Cavan County Library
Clare County Library

Cork County Library
Donegal County Library
South Dublin County Library
Fingal County Library
Dún Laoghaire/ Rathdown County Libraries
Galway County Libraries
Kerry County Library
Kildare County Libraries
Kilkenny County Library
Laois County Library
Leitrim County Library
Limerick County Library
Longford County Library
Louth County Library
Mayo County Library
Meath County Library
Monaghan County Library
Offaly County Library
Roscommon County Library
Sligo County Library
Tipperary Joint Libraries Committee
Waterford County Library
Westmeath County Library
Wexford County Library
Wicklow County Library

Genealogical Indexing Centres

IRISH GENEALOGY LTD

H. Samuel House, 25-28 Adelaide Road, Dublin 2, until further notice. Phone: 01-6042 134; fax: 01-454 4042; pbrinkley@igl.ie (Proinsias Brinkley, Chief Executive)

"IGL (the umbrella organisation for genealogy in Ireland) is in the process of setting up a Central Signposting Index." (Tracing Your Ancestors Information Sheet no. 21 Bord Fáilte, 1998)

IGL/IFHF AFFILIATED CENTRES (29)

Carlow (Carlow town)
Cavan (Cavan town)
Clare (Corofin)
Cork Ancestry (Cork city)
North Cork (Mallow)
Donegal (Ramelton)
Dún Laoghaire/ Rathdown
Dublin City
Fingal (Swords)
East Galway (Woodford)
West Galway (Galway city)

Kerry (Killarney)
Kildare (Newbridge)
Kilkenny (Kilkenny city)
Laois/Offaly (Tullamore)
Leitrim (Ballinamore)
Limerick (Limerick city)
Longford (Longford town)
North Mayo (Ballina)
South Mayo (Ballinrobe)
Meath (Trim)
Monaghan (Monaghan town)
Roscommon (Strokestown)
Sligo (Sligo town)
South Tipperary (Cashel)
North Tipperary (Nenagh)
Waterford (Waterford city)
Westmeath (Moate)
Wexford (Tagoat, Rosslare)

Standalone Centres

Clew Bay (Westport, Co. Mayo)
Inishowen Heritage Centre (Inch Island, Co. Donegal)
Tipperary Heritage Unit (Tipperary town)
Wicklow Heritage Centre (Wicklow town)

Other

Local Family History and Genealogy Societies

Ireland
Association of Professional Genealogists in Ireland (APGI), c/o Genealogical Office, Kildare Street, Dublin 2
Ballinteer Family History Society
Butler Society
Clans of Ireland Ltd, Chairperson Dr Margaret Tierney, Naas
Cork Genealogical Society. URL: <http://homepage.tinet.ie/~aocoleman/>
Council of Irish Genealogical Organisations, Dublin
Dublin Family History Society
Dún Laoghaire Genealogical Society
Huguenot Society of Great Britain and Ireland, Dublin
Irish Family History Society. Journal Irish Family History
Irish Genealogical Research Society (IGRS), Dublin. Journal Irish Genealogist
O'Mahony Records Society. Journal O'Mahony Journal
O'Rourke Historical Society
Presbyterian Historical Society of Northern Ireland
Raheny Heritage Society
Wexford Family History Society
Wicklow County Genealogical Society

Latter-day Saints Family History Centres

Sarsfield Road, Wilton, Cork 021-306899

The Willows, Finglas Road, Dublin 01-462 5609

British Isles Family History Service Centre, 185 Penns Lane, Sutton Coldfield, Birmingham B76 1JU, UK. Phone: +44-121-342028; fax: +44-121-382 5948

Records are held on microfilm. If a source is not held at the local centre then it can be ordered at a cheap rate for purchase by the centre or for rental.

Irish records held by the Family History Library, Utah: this information was compiled by Dean J. Hunter in 1995. Since then the major acquisition to the Irish collection is the 1911 Census on microfilm, which is ongoing at the National Archives.

1. Census records

- a. 1901: All of Ireland
- b. 1911: ongoing
- c. Pre-1901: all known pre-1901 government censuses that have survived

2. Census substitutes

- a. Tithe Applotment Books (1823-38)
- b. Griffith's Primary Valuation (1848-64)
- c. Valuation Lists (1855-1900)
- d. Old Age Pensioners' Claims (Northern Ireland only)
- e. Householders Index (from the National Library of Ireland)

3. Civil Registration records

- a. All of Ireland:
 - B Indexes 1864-1921
 - B Certificates 1864-Mar 1881, 1900-13
 - M Indexes 1845-1921
 - M Certificates 1845-70
 - D Indexes 1864-1921
 - D Certificates 1864-70
- b. Republic of Ireland:
 - B Indexes 1922-58
 - Certificates 1930-55
 - M Indexes 1922-58
 - D Indexes 1922-58
- c. Northern Ireland:
 - BMD Indexes 1922-58 Certificates 1922-59

4. Church records

- a. Roman Catholic Parish Registers
 - (1) The records for the following Dioceses were obtained. Since individual parishes could withhold permission to microfilm, the collection is not complete

for any one diocese.

- (a) Elphin
 - (b) Limerick
 - (c) Clonfert
 - (d) Galway
 - (e) Killaloe
 - (f) Tuam
 - (g) Ossory
 - (h) Kilmore
 - (i) Clogher
 - (j) Armagh
 - (k) Killala
 - (l) Raphoe
 - (m) Achonry
 - (n) Ardagh and Clonmacnois
- b. Church of Ireland
- (1) Parish Registers
 - (a) very few
 - (2) Marriage Licenses
 - (a) Indexes
 - (b) Abstracts
- c. Presbyterian
- (1) Very few, mostly transcript copies of registers donated to the collection.
- d. Society of Friends
- (1) Collection of indexes to the births, marriages and deaths in the Monthly Meetings.

5. Probate Records

- a. Post-1858: filmed surviving material
- b. Pre-1858: filmed surviving material
- (1) filmed the card indexes to surviving probate records at both the National Archives in Dublin and PRONI

6. Land Records

- a. Registry of Deeds: indexes both land and personal, and the transcripts of memorials of the deeds have been filmed from 1708 to 1929
- b. Estate Records

7. Poor Law Union Records

8. Genealogical Collections

The following are some of the collections of genealogical material that has been filmed. This list is not meant to be complete.

- a. Burkes
- b. Bethams
- c. Thrifts
- d. Grove White

- e. Crossle
- f. Paterson

9. School Records

- a. Northern Ireland only

10. Finding Aids

- a. Calendars to PRONI
- b. Personal Name Index to PRONI
- c. Tithe Applotment Index PRONI
- d. Will Indexes (Card)

Publications of the Family History Library

A Basic Genealogical Research Guide for Ireland, 1983 Series A No. 57

Irish County Maps Showing the Location of Churches in Ulster Province, Series A No. 54

Irish County Maps Showing the Location of Churches in Leinster Province, Series A No. 55

Irish County Maps Showing the Location of Churches in Connaught Province, Series A No. 56

Irish County Maps Showing the Location of Churches in Munster Province, Series A No. 57

Commercial Services

These are examples chosen at random.

Eneclann Ltd

Innovation Centre, O'Reilly Institute, Trinity College, Dublin 2. Phone: 01-608 2391; mail@eneclann.tcd.ie; <http://www.eneclann.tcd.ie/>

Directors Fiona Fitzsimons, Brian Donovan. Established August 1997

Internet-based consultancy and electronic publishing company specializing in Irish history and genealogy. Research undertaken in academic, business history, and for national heritage projects. Client base is predominantly North American, and increasingly Australian. "Our client base has made it clear that they do not want Hiberno-Disney, they want real history" (Eneclann submission to Margaret Lantry, August 1998). They find that clients often visit Ireland after a search is carried out because by then they know where to visit. Currency differential makes commissioning research more attractive than travelling.

Website has 30-100 hits per day. Use of online credit card charging increases hits. Company provides employment to 2 directors (full-time); research assistants and 1 office administrator.

Free consultation is offered. Exploratory search (3 hours) £60 at present; standard search (5 hours) £135 at present; comprehensive search (8 hours)

£180 at present. Research time is actual looking at archives. Report writes up result of research and outlines strategy for further work. Fees are charged in advance.

Irish Ancestors On-line

Helen Kelly, MAPGI. kellyfam@iol.ie; URL: <http://ireland.iol.ie/~kellyfam/>

Video: Search for Your Ancestors in Ireland

Advance Assessments and consultations via the internet; assessments and consultations in Dublin.

Celtic Family Roots

Celtic Family Roots, 65 Castle Lawns, Balrothery, Tallaght, Dublin 24. Phone: 01-451 2021; fax: 01-459 8418; email: roots@itw.ie; URL: <http://www.itw.ie/roots/>

Initial search: report on availability of records £15.00; Minimum search: 3 hours £75.00; Comprehensive search: 5 hours £125.00; Extended search: continuation of Minimum and Comprehensive searches with charges at an hourly rate of £25.00. Charges are exclusive of fees made by repositories and for certificates. Fees are payable in advance but are not cashed until client receives report.

Irish Ancestors

Email: ancestor@irish-times.com; URL: <http://www.irish-times.com/ancestor/>

An online resource that is "a comprehensive genealogical guide for those interested in exploring their Irish heritage". Searches are conducted online through Gen.ie "A complete personalised guide to the records relevant to your Irish ancestor". An email must be supplied in order to receive a reply indicating that there is information for the client. The Personalised Report will be made available to the client after online payment of \$25.00. The report contains details of relevant records: dates, locations, reference numbers, publication information, etc. but not the contents of the original records.

Military Archives

Cathal Brugha Barracks, Rathmines, Dublin 6. Phone: 01-497 5499; fax: 01-497 4027. Archives of the Department of Defence and the Defence Forces. Researchers should write or telephone in advance.

Church Records

Roman Catholic

Registers to 1880 on microfilm in National Library, and also held locally by clergy. Also being indexed nationally by the genealogical indexing centres.

Church of Ireland

Parish registers (pre-1869) in National Archives, Representative Church Body library and held locally by clergy. Also being indexed nationally by the genealogical indexing centres.

Methodist

The Methodist movement was part of the Established Church from its beginnings in 1747 until the split in 1816, and so for that period Methodist baptisms, marriages and burials are recorded in Church of Ireland registers. The Primitive Methodists remained part of the Established Church while the Wesleyan Methodists performed their own ceremonies until 1878 when all Methodist movements united together. The ministers moved in a circuit and the records often moved with them. Outside the geographic province of Ulster, whose surviving registers have been listed by PRONI, the church nearest the area being researched should be approached as to the whereabouts of registers. Irish Methodist Ministers: Rev. Robin Roddie (robin_rodie@msn.com) is compiling data on all ministers in Ireland.

Society of Friends

The Society of Friends (Quakers) does not keep registers as such but does keep record of weekly meeting, reported to the Monthly Meetings, that note events such as births, marriages or deaths. The Monthly Meetings kept an amalgamated register. There are two main repositories, the libraries of the Society of Friends in Dublin and Lisburn. Many of the registers are available on microfilm in the National Library.

Dublin Friends Historical Library, Swanbrook House, Bloomfield Avenue, Donnybrook, Dublin 4. Phone: 01-668 7157. Thursday 10:00-13:00; 14:00-16:00. Curator: Mary Shackleton.

Irish Jewish Museum

Holdings: burial records from 1715, and synagogue records from all synagogues in Ireland (including genealogical information).

Irish Jewish Museum, 3-4 Walworth Road, Portobello, Dublin 8. Phone: 01-453 1797.

URL: <http://www.bess.tcd.ie/roots/prototyp/musjewsh.htm>. Curator: Raphael Siev.

Huguenot

Some surviving registers are published in the series Publications of the Huguenot Society of London. Huguenot names also occur in Church of Ireland registers.

Civil Records

General Register Office

See above. For details of registration of births, deaths and all marriages from 1 January 1864; non-Roman Catholic marriages from 1 April 1845. Records for the whole island of Ireland up to end of 1921, for the Republic 1922 onwards.

Ordinance Survey

Phoenix Park, Dublin 8. Phone: 01-820 6100; fax: 01-820 4156; URL: <http://www.kst.dit.ie/nat-arch/os.html>. Index of over 2500 standardised parish names is searchable online. Correspondence 1824-1952, field books, etc.

Companies Registration Office

9-15 Upper O'Connell Street, Dublin 1. Records dealing with companies (limited and sole traders). Useful for names and addresses of directors and company secretaries. Archived records are in the National Archives.

Medical Records

The Mercer Library of the Royal College of Surgeons

Mercer Street Lower, Dublin 2. Phone: 01-4022 439; fax: 01-4022 457; archivist@rcsi.ie

Tracing Your Medical Ancestors (January 1997) a pamphlet published by the Mercer Library. Resource for tracing Irish physicians, surgeons, dentists, and other medical practitioners.

2. Outside the State

Public Record Office (UK)

Public Record Office, Ruskin Avenue, Kew TW9 4DU, UK. Phone: +44-181-392 5200; fax: +44-181-392 5286; email: enquiry.pro.rsd.kew@gtnet.gov.uk; URL: <http://www.pro.gov.uk/>

Family fact sheets are available online to help with tracing ancestors: British Army, Royal Navy, Merchant Navy, Metropolitan Police, Immigrants, Emigrants, and Ship's Passengers. Irish people are not immigrants as Ireland was part of the United Kingdom until 1922. See also Tracing Your Ancestors in the Public Record Office, 4th edition by Amanda Bevan and Andrea Duncan (PRO Handbooks 19) (London: HMSO 1991).

Records of Irish interest

Wills of Irish people who died with goods in England may have been proved by the Prerogative Court of Canterbury before 1858;
National Debt Office: Irish tontines of 1773, 1775, and 1777 cover 1773-1871 and list many people with addresses;
Royal Irish Constabulary records;
War Office: British Army (for army in Ireland), e.g. muster rolls Irish militia 1793-1876, the army in Ireland 1775-1923, Royal Kilmainham Hospital: registers of pensioners 1704-1922; pension records 1842-1862 and 1882-1883; discharge documents of pensioners 1783-1822;
Royal Navy, but Irishmen are not listed separately;
Admiralty: Irish Revenue Police, nominations to serve in, 1821-1849;
Board of Customs and Excise: Irish Revenue Police, 1830-1857.

Family Record Centre (London, UK)

Myddelton Street, London EC1R 1UW, UK. Phone: +44-181-392 5300; fax: +44-181-392 5307. URL: <http://www.pro.gov.uk/about/frc/>

The PRO also hosts a family history service in central London where microfilmed copies of records are available in a self-help area. The GRO (England & Wales) run a service in this building also.

Records of Irish interest

Microform copies of Census of Population returns, 1841-1891;
Microfilms of Estate Duty Office death duty registers from 1796-1858, with indexes from 1796-1903;
Microfilms of registered copies of wills and administrations up to 1858 from the Prerogative Court of Canterbury;
Non-parochial registers from 1567-1858;
Miscellaneous foreign returns of births, deaths and marriages from 1627-1960.

National Archives And Records Administration (USA)

National Archives Building, 700 Pennsylvania Avenue, Washington DC 20408-0001, United States of America. Phone: +1-202-501 5235; fax +1-202-501 7170; URL: <http://www.nara.gov/genealogy/genindex.html>

General Information Leaflets (GILs) are available from Product Development and Distribution Staff (NWCP), National Archives and Records Administration, Room G-7, 7th Street and Pennsylvania Avenue NW, Washington DC 20408, including GIL 30 'Information about the National Archives for Prospective Researchers'. NARA also publishes a free catalogue 'Aids for Genealogical

Research' which describes publications by NARA and various commercial sources. NARA also has a publication programme that offers for sale publications for genealogists.

Available online are catalogues of microfilm publications: census records, military service records, immigrant and passenger arrivals, genealogical and biographical research, Federal Court records, microfilm resources for research, etc. Microfilm is available at the National Archives Buildings in Washington DC and at 13 regional records services facilities, and through a Microfilm Rental Program.

NARA offers the public a comprehensive programmes of genealogical workshops and courses. Also available is NAIL (National Archives Information Locator) that is a pilot searchable database with limited NARA genealogical data.

Records of Irish interest: passenger lists

Paper copies of immigration records can be ordered by post using one NATF Form 81 for each person or family group travelling together. You can obtain

the NATF form by providing your name and postal address to inquire@nara.gov, or by writing to NARA, Attn: NWCTB, 700 Pennsylvania Avenue NW, Washington DC 20408-0001, USA.

Available immigration records on microfilm

Library of Congress

URL: <http://lcweb.loc.gov/rr/genealogy/>

“The Library of Congress has one of the world’s premier collections of U.S. and foreign genealogical and local historical publications. The Library’s genealogical collection began as early as 1815 when Thomas Jefferson’s library was purchased.”

New York Public Library

Center for the Humanities, 5th Avenue and 42nd Street, New York.

URL: <http://www.nypl.org/research/chss/lhg/research.html>

CATNYP is the Library’s online computer catalogue that includes materials acquired and catalogued since 1971. URL: <http://catnyp.nypl.org/>

Holdings

New York City Vital Records Indexes: 1888 onwards

Microfilm

Index to Passenger Lists of Vessels Arriving at New York, NY 1820-1846

Index to Passenger Lists of Vessels Arriving at New York, NY 1897-June 30, 1902

Index (Soundex) to Passenger Lists of Vessels Arriving at New York, NY July 1902-1943

Passenger Lists of Vessels Arriving at New York, NY 1820-1910

St. Albans District Manifest Records of Aliens Arriving from Foreign

Contiguous Territory: Arrivals at Canadian Border Ports, Jan. 1895-June 30, 1924

Federal Census records for all states 1790-1900

Other formats

Automated Archives Federal Census indexes on CD-ROM

New York State Census

“Police Census” for New York City (Manhattan and Bronx only) 1890

New Jersey State Census 1855, 1865/75, 1885, 1895, 1905

Naturalization Petitions Indexes

U.S. Military Sources: indexes to military service and pension records in the National Archives

D.A.R. and Loyalist Sources

Tithe Applotment Books 1823-32

Griffith’s Valuation 1848-64

Barbour Collection of Connecticut Vital Records to 1850

Massachusetts Vital Records Microfiche Series
The New York Times Obituaries Index: 1858-1978
Personal Name Index to "The New York Times Index" 1851-1989. 34 v.
City and Telephone Directories
Family histories, acquired by purchase and gifts

Genealogical periodicals

Genealogical sources of LDS Church: International Genealogical Index (IGI) containing 121 million names on microfiche; Family Registry on microfiche; Catalogue of the Family History Library on microfiche; FamilySearch on CD-ROM (contains the IGI, Personal Ancestral File, Social Security Death Index, and Military Index)

Eugene Armbruster Collection of Long Island Photographs 1890s to 1930s: indexed by village name, family name and subject

Lewis W. Hine Collection: immigration photographs

National Archives of Australia

URL: <http://www.naa.gov.au/>

Publication: Finding Families: The Guide to the National Archives of Australia for Genealogists. National Archives of Australia in association with Hale & Iremonger, 1998. 344p. With chapters on immigration, defences, Aboriginal and Torres Strait Islander people, security and intelligence, transports, work and property, communications, parliamentary census and ceremonial records, education and training, arts and science, government employment, territories, legal and customs, repatriation, health and welfare.

Available online are Fact Sheets on naturalisation, migrant selection records, Boer War records, World War I internment records, Commonwealth electoral rolls and passenger lists.

Copies of microfilm can be purchased by genealogical and family history societies. Genealogical inquiries can be submitted online using the Genealogical Inquiry Form.

Passenger and crew records: Depending on the port, records are deposited at the State capitals: Hobart, Sydney, Canberra, and Perth. Passenger lists are publicly available once they are more than 30 years old.

Canberra

Holds passenger lists for all ports of Australia from 1924 (with some gaps). Microfilm copies are available for the years July 1924 to June 1936. For other years the original records are searched.

Ships' Passenger Lists (inward) , 1924-64

Inwards Passenger Manifests, Ships, 1965-ongoing

Ships' Passenger Lists (outward), 1924-64

Outwards Passenger Manifests, 1965-ongoing

Microfilm copies of the following are held:

Ships' passenger lists

Newcastle NSW, Inwards and outwards lists, 1865-1884
Darwin NT, Inwards and outwards lists, 1898-1934
Bowen Qld, Ships' lists inwards, Jan 1897-Dec 1962
Brisbane Qld, Ships' lists inwards, Aug 1852-Dec 1964
Bundaberg Qld, Ships' lists inwards, Feb 1948-June 1950
Cairns Qld, Ships' lists inwards, 1897-Oct 1964
Gladstone Qld, Ships' lists inwards, Apr 1924-Sep 1964
Mackay Qld, Ships' lists inwards, Oct 1924-Oct 1962
Maryborough Qld, Ships' lists inwards, Apr 1929-Mar 1950
Rockhampton Qld, Ships' lists inwards, 1898-Oct 1962
Thursday Island Qld, Ships' lists inwards, Apr 1924-Jan 1964
Townsville Qld, Ships' lists inwards, Jan 1895-Dec 1964
Adelaide SA, Ships' lists inwards, 1941-64
Melbourne Vic., Ships' lists inwards, Apr 1924-Dec 1964
Fremantle/Perth WA, Inwards ships and aircraft, 1898-1963
Fremantle WA, Shipping registers inwards, 1898-1959
Fremantle WA, Shipping registers inwards and outwards, 1924-56

Aircraft passenger lists

Incoming passenger cards, aircraft, 1948-64
Aircraft passenger lists inwards, 1934-48
Inwards passenger manifests, aircraft, 1948-ongoing
Outwards passenger manifests, aircraft, 1948-ongoing
Outgoing passenger cards, aircraft, 1948-64
Aircraft passenger lists outwards, 1934-48

Other sources

Applications for Permit to enter Australia
Personal Statement and Declaration by Alien Passengers
Applications for Admission of Relatives or Friends to Australia
Ships' files in Department of Immigration's correspondence file series

Hobart

For records of passenger arrivals before Federation, contact the State Archivist, Archives Office of Tasmania, 77 Murray Street, Hobart TAS 7000, Australia.

Passenger lists and crew lists (outward) - Port of Hobart, 1903-51

Passenger lists and crew lists (inward) - Port of Hobart, 1903-51

Records may be examined in either original or microcopy format. Photocopies or microfiche printer copies of records can be purchased.

Perth

The Archives office in Perth has inward passenger lists for the port of Fremantle from 1898. Microfilm copies of these records are available for the years 1898 to 1963 inclusive. Copies of these microfilms are also available in the Archives office in Canberra, Sydney and Melbourne. For later years (i.e. from 1964) the original records should be searched in Perth. The Western Australia Genealogical Society has compiled a nominal listing of inward passengers in alphabetical order for Albany from 1873 to 1925. The microfiche index is a compilation from records held by the WA Public Records

Office and the National Archives, which can be consulted in the reading room of the Archives Perth reading room, the library of the WA Genealogical Society or the Library and Information Service of Western Australia (LISWA).

Passenger lists

Ships Passenger Lists inwards (Fremantle), 1898-1978

Aircraft Passenger Lists inwards (Perth Airport), 1945-78

Ships Passenger Lists inwards (Albany, Bunbury, Broome, Carnarvon, Cossack, Derby,

Geraldton, Onslow, Port Hedland), 1903-52 (with gaps)

Ships and Aircraft Passenger Lists outwards (Fremantle), 1897-1965 (with gaps)

Ships Passenger Lists outwards (Albany, Bunbury, Busselton, Broome, Carnarvon, Cossack, Derby, Geraldton, Onslow, Port Hedland, Port Sampson, Wyndham), and Wellington, NZ, 1904-58 (with gaps)

The Perth office also holds microfilm copies of the inward passenger lists for the eastern states ports of Newcastle (1865-81), Darwin (1898-1934), various Queensland ports (1852-1964), and Melbourne (1924-64). Because Fremantle was often the first port of call, many lists held in the WA Office contain the names of 'in-transit' passengers who were intending to disembark at later ports. Other related records include nominal rolls, crew lists (from 1897) and ships' registers (inwards and outwards) for Fremantle and other ports in Western Australia from 1898.

Passenger lists for Western Australia prior to 1898 are held at the Public Record Office of Western Australia. Earlier passenger records for other states are held by the relevant state archives.

Sydney

The Archives Sydney office holds inwards and outwards ships' passenger lists for the port of Sydney from 1923 onwards (on microfilm from 1923-64 period). An alphabetical card index by ship's name, also available on microfilm, is held to inwards ships' passenger lists for the years 1923 to 1951. There is also an incomplete set of passenger lists for the period 1915 to 1922 created by the Customs Service. These records are not microfilmed but are all listed on the ANGAM II item level database. The complete set of passenger of lists prior to 1923 is held by the Archives office of New South Wales, the NSW government archives, and is not microfilmed.

Inwards aircraft passenger lists are also held for Sydney from 1936 onwards (on microfilm for the years 1936-51). Outwards aircraft passenger lists for Sydney date from 1941 onwards.

Passenger lists: Port of Sydney

Alphabetical index to ships carrying passengers arriving at Sydney, 1923-51

Passenger lists, inwards ships, 1923-65

Passenger lists, outwards ships, 1923-64

Passenger lists, outwards ships, 1965-ongoing

Passenger lists, inwards aircraft, Sydney (Mascot and Rose Bay), 1936-64

Passenger lists, outwards aircraft, 1941-64

Passenger lists, inwards aircraft, 1964-72

Passenger lists, outwards aircraft, 1965-72

Passenger lists: Port of Newcastle

Microfilm copies for years 1895-1905; 1906-35 are restricted due to fragile state of records

Crew and passenger lists, inwards and outwards ships, 1865-1935

Passenger lists, inwards ships, 1949-63

Passenger lists, outwards ships, 1950-63

Other sources

International Refugee Organisation records, 1947-55

Passenger lists for ports in other Australian States are also held, on microfilm

National Archives of Canada

395 Wellington Street, Ottawa, Ontario K1A 0N3. Phone: 613-996 7458
(Genealogy Reference Service voice mail).

URL: <http://www.archives.ca/>

Open Monday to Friday 08:30-17:00. Search rooms, equipped with microfilm readers, are open

08:30-20:00, Monday to Friday, 08:00-18:00, weekends and statutory holidays. A research pass must be applied for, which is valid for a year.

Publication: Tracing your Ancestors in Canada.

Any institution that participates in inter-institutional loan arrangements and that is equipped with a microfilm reader may borrow microfilm for a reader's use.

The Genealogy Reference unit cannot undertake comprehensive genealogical research assignments but specific questions concerning a particular individual can be attempted. Staff will endeavour to respond to queries within 30 days of receipt of letter/email.

Holdings

Passenger lists

Passenger lists prior to 1865: Miscellaneous Immigration Index is a nominal card index to some records (1801-49, mostly from Britain and Ireland). See <http://www.inGeneas.com> for this index online also available are other immigration and passenger list databases.

Passenger manifests on microfilm of ships for the following ports of entry:

Québec City/ Montréal: 1865-1935 (closed during winter months)

Halifax, NS: 1881-1935

Saint John, NB: 1900-1935

North Sydney, NS: 1906-35

Vancouver, BC: 1905-35

Victoria, BC: 1905-35 (including some small Pacific ports)

via New York: 1906-31

via eastern US ports: 1905-28

Indexes exist for the following ports and years only:

All ports: 1925-35 (database in progress)

Halifax, NS: Jan 1881-Feb 1882 (microfilm)

Québec: 1865-1869

Border Entry Records 1908 to 1935: Lists of immigrants arriving across the

Canada/US border and at certain local lake and seaports, from April 1908 to December 1918. The lists are arranged by port and date of arrival. Prior to April 1908 there are no records. Immigration records up to 31 December 1935 have been transferred to the National Archives. Duplicate copies of microfilms of these records should be available by early 1999.

Post-1935 Immigration Records: Records from 1 January 1936 onwards remain in the custody of Citizenship and Immigration Canada.

Civil records

The civil registration of births, marriages and deaths is a provincial and territorial responsibility. Before civil registration became general practice, the only likely source of information is local church records, provided the denomination and church are known. There is no central repository for church records.

Inquiries concerning access and fees should be addressed to the appropriate office in

Newfoundland: Vital Statistics Division, Department of Health (1892+), Provincial Archives of Newfoundland (pre-1892).

Prince Edward Island: Director of Vital Statistics (1886+), Public Archives and Records Office (pre-1886)

Québec: Archives nationales de Québec (pre-1900), Ministère de la Justice (1900+)

Manitoba: Vital Statistics, Consumer and Corporate Affairs (1882+, and incomplete church records prior to 1882)

Alberta: Provincial Archives of Alberta (1898-1905, also incomplete indexes and registers 1898-1959), Alberta Registries, Vital Statistics (1906+)

North West Territories: Vital Statistics, Department of Safety and Public Services (1925+)

Nova Scotia: Public Archives of Nova Scotia (marriages late 1700s+, births and deaths 1864-76), Vital Statistics, Department of Health (marriages 1907-18, births and deaths 1 October 1908+)

New Brunswick: Provincial Archives of New Brunswick (births and deaths 1888-1900, marriages 1888-1920, some county registers and church records prior to 1888), Vital Statistics Division, Department of Health (births and deaths 1900+, marriages 1920+)

Ontario: Archives of Ontario (births 1869-1901, marriages 1869-1916 also incomplete marriages 1830s-1869, deaths 1869-1926), Registrar General (births 1901+, marriages 1916+, deaths 1926+)

Saskatchewan: Vital Statistics Unit (1895+)

British Columbia: Vital Statistics Agency (1872+, and some baptismal records as early as 1849), British Columbia Archives (marriages 1872-1921, deaths 1872-1976). Nominal indexes available to marriage and death records online at <http://www.bcarchives.gov.bc.ca/>

Yukon Territory: Vital Statistics (1940s onward, incomplete from 1898)

Other sources

Census records: these are listed in the checklists:

Catalogue of Census Returns on Microfilm, 1666-1891;

Catalogue of Census Returns on Microfilm, 1901.

Most census returns have not been indexed. The Ontario Genealogical Society has, however, published a head-of-household index to the 1871 returns of Ontario.

Military records: from World War I to the present; Medal registers for the Fenian raids, the Red River Rebellion, the North West Rebellion, and the South African War; British Military and Naval Records collections including Loyalist regiments, War of 1812, Canadian militia, and records of the French regime.

Citizenship (naturalisation) records: registers for Upper Canada (Ontario), 1828-50 with nominal card index; records post-1917. Requests for copies of naturalisation records must be made by Canadian citizens or a resident of Canada to the Department of Citizenship and Immigration.

Loyalist sources: United Empire Loyalists (1775-1783); muster rolls of Loyalists regiments

Acadian sources

LI-RA-MA Collection: documents created by the Imperial Russian Consular offices in Canada (1898-1922). Files on Russian and East European migrants who settled in Canada.

National Archives of New Zealand

URL: <http://www.archives.govt.nz/>; email: reference.archives@dia.govt.nz

Publications: Family History at National Archives and Beyond the Book.

All New Zealand birth, death and marriage certificates are held by the Registrar-General of Births, Deaths and Marriages.

The National Archives offers a Level 1: Preparatory Search facility for users about to visit the Archives. The Archives offer a free finding aids search to assist with the preparation of your visit. The searcher needs to supply precise details of the research topic and say what they want to be looked into on their behalf. The Archives will spend 20 minutes surveying their finding aids (series lists and card indexes only) and photocopying or describing what is found.

Subject to demand and resourcing, responses will be posted within 10 working days from receipt. This search will indicate whether National Archives holds material relevant to your research. Charges are made for photocopying. This service is free to individuals. Where more in-depth research is required, Level 3: In-depth Research is offered.

For those unable to visit, there are three levels of search offered.

1. Level 1: Basic Search involves the user supplying accurate details (full

names, places, dates, etc.) and nominating the indexed sources to be searched. The Archives will identify or verify relevant records and provide information from the card indexes and databases within 30 minutes. There is a maximum of one letter per person per year (dating 12 months from the date of the first letter). This service is free to individuals. Charges are made for photocopying. Subject to demand and resourcing, responses will be posted within 10 working days from receipt. Once a letter has been received, any further specific enquiries for the remainder of the year will be treated as Level 2 enquiries.

2. Level 2 searches are more targeted (but can continue basic research to verify additional sources of information) with a time limit of 30 minutes, but can occur as frequently as a user requires. There is a charge of NZ\$22.50 per search (pre-paid). There is a charge for photocopying. Subject to demand and resourcing, responses will be posted within 10 working days from receipt.

3. Level 3: In-depth research has two stages.

- First, an experienced Archivist will survey the full range of finding aids and provide an outline of potential search strategies, highlighting lesser known sources. (This includes searches of unindexed documents and 19th century correspondence registers.)
- Secondly, the selected search strategy is carried out, consulting and interpreting a wide range of documents relevant to the research topic. All sources examined are recorded along with the results of the search. On your instructions we will extend research to the nation-wide network of National Archives' offices and other research institutions. Time limit is as requested, cost is NZ\$45 per hour (1 hour minimum). Prepayment of research charge is required at the time of enquiry. Charges are made for photocopying. Subject to demand and resourcing, responses will be posted within 15 working days from receipt.

Other

LOCAL FAMILY HISTORY AND GENEALOGY SOCIETIES

Northern Ireland

Association of Ulster Genealogists and Record Agents (AUGRA)
Irish Heritage Association, Belfast
North of Ireland Family History Society. Journal North Irish Roots
Ulster Historical and Genealogy Guild. Journal Familia: Ulster Genealogical Review
Ulster Historical Foundation

Abroad

Association of Genealogists and Records Agents, London, UK
Association of Professional Genealogists, Denver CO. URL:
<http://www.apgen.org/>. Journal APG

Quarterly

Association of Scottish Genealogists and Records Agents

Australian Association of Genealogists and Records Agents

Board of Certification of Genealogists, Washington DC. URL:

<http://www.genealogy.org/~bcg/>

Chambre Syndicale des Généalogistes - Héraldistes de France

Family History Association of Canada

Family History Library

Federation of Family History Societies, Birmingham, UK

Federation of Genealogical Societies, Austin TX. URL:

<http://www.fgs.org/~fgs/>. Journal FGS Forum

Genealogical Institute of the Maritimes

Genealogical Research Institute of New Zealand

Irish Family Names Society, La Mesa CA

Irish Genealogical Society, St Paul MN, USA. Journal Septs

National Genealogical Society, Arlington VA. URL:

<http://www.ngsgenealogy.org/>. Journals NGS Newsletter; NGS Quarterly

National Institute on Genealogical Research, Washington DC. URL:

<http://www.rootsweb.com/~natgenin/>

New England Historic Genealogical Society, Boston MA. Journals New

England Historical and Genealogical Register; NEXUS Newsletter; The

Computer Genealogist

New Zealand Society of Genealogists

Society of Genealogists, London UK. URL: <http://www.sog.org.uk/>. Journal

Computers in Genealogy

Society of Australian Genealogists. Journal Descent

The Irish Ancestral Research Association (TIARA). URL:

<http://world.std.com/~ahern/TIARA.html>

COMMERCIAL SERVICES

These examples are chosen at random.

The Irish at Home and Abroad (IHA)

Kyle Betit and Dwight Radford. URL: <http://www.IHAonline.com/research.htm>

Professional Evaluation price US\$135.00. Evaluation of genealogical research problem based on information provided. In-depth report will include research strategies, microfilm numbers for applicable sources available at the Family History Library in Salt Lake City, and contact addresses. No research will be conducted.

Personal Research Consultation hourly rate US\$45.00. Personal research consultation during a visit to the Family History Library in Salt Lake City. A review of the research problem is conducted and a comprehensive research strategy for success drawn up. One hour is the minimum consultation time. Professional Research Services 10 hours US\$450.00; 20 hours US\$850.00; 30 hours US\$1250.00; 40 hours US\$1650.00. Expert genealogical research by a team of qualified professional genealogists is offered. A comprehensive report detailing the strategy taken, sources consulted, and results of research, in addition to photocopies of original records and recommendations for continued research, will be drawn up. There is no charge for evaluation.

On-site Research in Ireland per day US\$450.00. Includes visits to archives, libraries (all Ireland), townlands, ancestral home site, photographs, interviews with residents and relatives.

Irish World

Heritage World, Irish World House, Dungannon, Co. Tyrone. Phone: 01868-724187; email: irishwld@iol.ie; URL: <http://ireland.iol.ie/irishworld/>

Member of IGP and IFHF.

Family history and roots tracing, family coats of arms and name scrolls, heritage publications and products, arts, crafts, memorabilia.

Family history database has some 7 million records covering all of Ireland, over half a million surnames.

Charges appear to be similar to other IFHF centres.

MILITARY ARCHIVES

Public Record Office, Kew, Surrey, UK. Documents relating to British Army and Navy, etc. Index to British Army Soldiers' Documents (WO 97) discharges to pension from Chelsea Hospital 1760-1854, now computerized.

CHURCH RECORDS

PRESBYTERIAN

Presbyterian registers are in three main locations: held locally, in the Public Record Office of Northern Ireland, and at the Presbyterian Historical Society in Belfast.

Presbyterian Historical Society, Church House, Fisherwick Place, Belfast BT1 6DW, Northern Ireland. Phone: 01232-322 284.

BAPTIST

To consult records of a particular church one should approach the church through its secretary. Some records are in the Irish Baptist Historical Society's collection or in the Union's legal/ financial custody.

Baptist Union of Ireland, 117 Lisburn Road, Belfast BT9 7AF, Northern Ireland.

Phone: 01232-663108.

Appendix 6: Resources For Genealogy; Electronic And Microform

The following resources are examples of the range of material and information for purchase or perusal by genealogists who use the internet as their starting point. Resources include those in electronic form, in microform and on film. Resources is a broad term used to indicate both copies of records and aids to carrying out genealogical research. See Appendix 7 'Resources for Genealogy: Select Bibliography' for examples of resources in print.

Material can be ordered in many cases online, that is, quoting a credit card. In the experience of many this means that orders increase.

Electronic Resources: On CD-ROM

Grenham's RecordFinder

30 Cremore Crescent, Glasnevin, Dublin 11. Phone: 01-834 1947; mobile: 087-429 827; fax: 01-834 3818; rfinder@indigo.ie; URL: <http://indigo.ie/~rfinder/>

"An expert software system designed to give simple but comprehensive answers" to typical questions asked by budding genealogists.

A simple on-screen form collects what you know about your ancestor, and uses this information to produce a complete profile of relevant research resources. It does not contain original records. Included on disk is the complete 1851 Townlands Index, along with street listings for Dublin, Belfast and Cork cities, full listings and locations of church records (7819 records), full listings of locations of 2069 gravestone transcript relating to 4753 graveyards, surname histories for more than 800 of the commonest Irish surnames, bibliography of more than 600 local histories, complete listing of Genealogical Office manuscripts, etc.

In the Genealogical Service room at the National Library, two copies are available for use by visitors.

Price: US\$780.00 (autoquery and browse) all Ireland; \$380.00 (autoquery and browse) single county; \$450.00 (browse) all Ireland; \$280.00 (browse) single county

For versions to which data can be added, add \$200.00. Can order online.

Broderbund

The complete CD-ROM catalogue is at
<<http://www.familytreemaker.com/allfacds.html>>

The following CD-ROMs have electronic name indexes that make searching quicker.

To use these CD-ROMs, one must also purchase Family Tree Maker for Windows US\$29.99-\$89.99 (price depends on features desired in FTM).

Immigrants to the New World, 1600s-1800s (Family Archive CD 170)

Contains images of the pages from five books New World Immigrants, Volume 1; New World Immigrants, Volume 2; Emigrants to Pennsylvania, 1641-1819; Immigrants to the Middle Colonies; and Passengers to America. It is claimed at <<http://www.familytreemaker.com/170facd.html>> that together on this CD are represented almost all of the articles identified in the Bibliography of Ship Passenger Lists, 1538-1825 by Harold Lancour. Put all together, this CD references approximately 58,000 individuals who arrived in New England or the Mid-Atlantic states between 1572 and 1878.

Price: US\$29.99

Census Index: Ireland, 1831-1841 (Family Archive CD 197)

Indexes approximately 77,047 records from two Irish counties: Derry and Cavan. Records indexed may not be comprehensive for the time and region covered.

Price: US\$19.99

International Records: Index to Griffith's Valuation of Ireland, 1848-1864 (Family Archive CD 188)

On this CD one can find an individual's name, the county and parish where they resided at the time of the valuation, some records contain additional information about an individual's occupation, religion, or relative's names.

Webpage <URL <http://www.genealogical.com/griffith.htm>> claims that Heritage World Family History Services of Co. Tyrone (an IGL affiliated heritage centre) has worked for three years and with 100 staff members to compile the content of this CD-ROM. "Under a licensing agreement between Heritage World and GPC [Genealogical Publishing Co.], and with Broderbund Software's renowned search engine, the index to Griffith's Valuation is available in a fully searchable Family Archive CD ..."

Price: US\$59.99

Macbeth Genealogical Services Pty Ltd

CD-ROM catalogue at <<http://www.macbeth.com.au/cdrom/>>
Irish Wills of Dublin 1400s-1800s. Information on Irish wills from information published in journals and family histories and information presented to libraries by genealogists.

Price: A\$40.00

Electronic Resources: Internet Information / Resources Online

Glasnevin Cemetery

URL: <http://www.glasnevin-cemetery.ie/>

Searchable by ordering online (£6.00 initial fee; £12.00 if search is successful). Credit card ordering online possible. Map available online.

Lists of Church of Ireland Parish Registers and Vestry Minute Books Deposited in the Representative Church

Body Library Dublin

URL <http://www.IHAonline.com/rcbl.htm>
Compiled by Raymond Refaussé. Search by county name.

TIARA

URL <http://world.std.com/~ahern/TIARA.html>

The Irish Ancestral Research Association has a huge collection of links to resources: libraries, heritage centres, maps, passenger lists, clan associations, databases, professional researchers, and so on.

GENUKI

URL <http://www.genuki.org.uk/big/>
Genealogical and historical information about the United Kingdom and Ireland. Links to archives, libraries, bibliographies, census information, directories, maps, and societies. Includes access to discussion groups and Usenet newsgroups.

Torrance Public Library, California

URL: <http://www.ci.torrance.ca.us/city/dept/library/genealog.htm>

Presents information about genealogy resources available from the Civic Center Library, for persons of German or Irish descent.

IrelandGenWeb Passenger Lists Arranged by Century and Destination

URL: <http://www.geocities.com/Athens/Parthenon/5327/shiplists.htm>
Links (7 A4 pages of printout) of lists compiled dating from 17th century to the 20th. Covers destinations in America, New Zealand, Canada and Australia.

Usenet genealogy newsgroup

URL: <news:soc.genealogy.ireland>
The Usenet genealogy newsgroup of interest to genealogists researching Irish roots. Heavily used by family historians worldwide to ask others about family names, and exchange information on what to read, where to go, etc.

Heritage World, Dungannon, Co. Tyrone

URL: <http://ireland.iol.ie/irishworld/>
IGP affiliated heritage centre. Services can be ordered online by credit card.
Prices:

- Family history: one civil record birth/marriage/death £10.00; one family (civil births) £25.00. Same prices for church records
- Gravestone inscriptions: one record (inscription and cemetery map) £15.00
- 1901 Census: one household £10.00
- 1911 Census: hourly charge (unspecified)
- etc.

Computer in Genealogy

URL: <http://www.sog.org.uk/cig/>
A quarterly publication of the Society of Genealogists.

Electronic Resources: Software

Ultimate Family Tree

“The easiest and fastest software for completing your family tree”

URL: <http://www.uftree.com/>

Software for creating family tree, also includes tutorials and information on how to conduct family history research (US Census, Immigration, etc.).

Price: Premier US\$59.99; Deluxe \$39.99; Basic \$19.99. UK version also available.

Family Tree Maker

URL: <http://www.familytreemaker.com/>

Price: US\$29.99-\$89.99 (price depends on features desired in FTM). Often includes records or indexes, although usually for North American sources, e.g. US Federal Census.

Resources by Post

Catholic Family History Society in England: computerised Index of English Nuns to 1914 (includes nuns born in Ireland joining English or Welsh convents). Index can be searched for relatives by post.

1766 Religious Census of Ireland Index. First part of an index to the surviving returns of the 1766 Religious Census of Ireland published by Australia's Immigration and Family History Centre, PO Box 937, Hervey Bay, Queensland 4655, Australia.

URL: <http://www.peg.apc.org/~frasertravel/hervey/family/family.htm>

Resources in Microform

Examples of data available from the following agents.

NATIONAL ARCHIVES, DUBLIN

1901 Census, 1206 reels

Church of Ireland parish registers (some restricted), 108 reels

Transportation records (1790s-1850s), 105 reels

Books of Survey and Distribution (mid 17th cent.), 9 reels

19th century Census returns, 34 reels

ANDREW J. MORRIS, MICHIGAN, USA

Full name index to Householders: Griffith's, Mayo, Morris 1989, 5 fiche

Full name index to Householders: Griffith's, Wicklow, Morris 1989, 2 fiche

Griffith's Primary Valuation of Rateable Property in Ireland: Co. Leitrim (7 fiche); Co. Mayo (16 fiche); Co. Wicklow (6 fiche)

Memorials of the Dead, Consolidated Index vols. 1-7, Mahony 1914, 2 fiche

Memorials of the Dead in Ireland, 1 fiche

Special Report on Surnames in Ireland, Matheson 1909, 1 fiche

Index to the Prerogative Wills of Ireland 1536-1810, Vicars 1897, 4 fiche

History of Clare and the Dalcassian Clans, etc., White 1893, 3 fiche

History of the Kilsaran Union of Parishes, Co. Louth, Leslie 1908, 3 fiche

History of the Town and County ... of Galway, Hardiman 1820, 6 fiche

History of Co. Mayo to the close of the 16th century, Knox 1908, 5 fiche

History of the Ely O'Carroll Territory, Gleeson 1915, 6 fiche

The Irishman in Canada, Davin 1877, 6 fiche

Scotch Irish Pioneers in Ulster and America, Bolton 1910, 4 fiche

Topographical Dictionary of Ireland, Lewis 1837, 14 fiche

Alphabetical Index to the Townlands, Towns, etc., n.a. 1861, 8 fiche

Land Owners in Ireland: Owners - One Acre and Upwards, n.a. 1876, 4 fiche

The Peerage in Ireland, Lodge 1754, 16 fiche

Dublin List of Electors for the year 1868, n.a. 1868, 4 fiche

Dublin City Directory 1839, n.a. 1839, 4 fiche

Dublin City Directory 1850, Shaw 1850, 4 fiche

Regimental Records of 3rd Battalion Munster Fusillers, Ormerod 1906, 1 fiche

The Family History of Hart of Donegal, Hart 1907, 2 fiche

Historical Memoir of the O'Briens, O'Donoghue 1860, 5 fiche

MACBETH, AUSTRALIA

See catalogue at <<http://www.macbeth.com.au/fiche/irl.html>>

Medical Register 1779, 3 fiche

Pigot's Directory of Ireland 1824: Connaught, Munster and Ulster, 4 fiche

Pigot's Directory of Ireland 1824: Dublin and Leinster, 4 fiche

Pettigrew and Oulton's Dublin Directory 1842, 8 fiche

Slaters Directory of Ireland 1846: Dublin and Leinster, 6 fiche

Slaters Directory of Ireland 1846: Connaught, Munster and Ulster, 7 fiche

Shaw's 1850 Dublin Directory, 4 fiche

Thom's Official Dublin Directory 1904, 38 fiche

Convicts and Exiles Transported from Ireland 1791-1820, Donohue, 1 fiche

Royal Irish Constabulary Index, 1816-1881, 8 fiche; 1882-1922, 7 fiche

Griffith's Valuation, 462 fiche

Tithe Applotment Books, 145 reels

Townland Maps, 78 fiche

Ordnance Survey Maps 1833-1844, 335 fiche

Abstracts of 3973 Irish Wills, Rosbottom, 20 fiche

Indexes to Irish Wills Pre-1858, 10 fiche

ALL-IRELAND HERITAGE INC., VIRGINIA USA

1796 Spinning Wheel Premium Entitlement Lists, 12 fiche

1814 Leet's Directory of Gentlemen's Seats, Townlands, etc. of Ireland, 5 fiche

Alphabetical Index to the Townlands and Towns, Parishes and Baronies, etc. of Ireland, 14 fiche

Indexes to Griffith's Primary Valuation

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION, WASHINGTON, DC

Microfilm publications can be chosen from the catalogue, e.g. Federal censuses.

Audio-Visual Resources

Obtainable by mail order, Searching for your ancestors in Ireland, by professional genealogists Helen Kelly and Francis Dowling (URL: <http://ireland.iol.ie/~kellyfam/video.htm>). Using case studies, the principal research centres and other places are visited in Ireland.

Price: £17.00 incl. p&p. Available in American, European and Australian formats.

Appendix 7: Resources For Genealogy; Select Bibliography

Bibliographies

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A Select collection of epitaphs: carefully collected from the tombstone of the most eminent personages in England, Scotland and Ireland. To which are added many that are celebrated for their oddity and quaintness of expression. n.p.: Printed for J. Death ... and sold by all the parish-clerks and undertakers, 1759.

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Appendix 8: Questionnaires Issued To Genealogical Indexing Centres

Heritage Council Genealogy Review Questionnaire to Heritage Centres / Genealogical Indexing Centres

Contact Details

Address and Contact Details.

Also please add other contact details, e.g. phone, fax, email, and contact name(s).

Thank you for your co-operation.

If you have brochures available for visitors or for advertising your centre, please enclose when returning this questionnaire. Please return to Margaret Lantry

General

How long has your centre been working on compiling genealogical records?
Start date:

What is the aim/goals of your centre?

Are you affiliated to the Irish Genealogical Project (IGP) co-ordinated by Irish Genealogy Ltd. (IGL)? Yes/No

If so, how many meetings per annum have been held?

Do you have strong communication links with other heritage centres? Yes/No
Is the centre a member of the Irish Family History Foundation? Yes/No

Do you have links with national organisations such as APGI, local history societies? Please specify:

Services

What hours are you open to visitors?

Is there a dedicated reading room for visitors? Yes/No

Are there reproduction facilities, e.g. photocopying? Yes/No

Is there a cafeteria and other general public facilities? Yes/No

Do visitors have direct access to records Yes/No

or do you offer research service Yes/No

or both Yes/No

or neither (no public services) Yes/No

Do you provide:

a) a full service for visitors (conduct research covering whatever records are relevant, even if the necessary records are not yet computerised or available locally)? Yes/No

or b) a partial service for visitors (research using whatever records are computerised or are currently accessible on the premises)? Yes/No

If visitors are allowed, how many visited in the last year?

Where have they come from (state total number in the last year):

Europe

USA

Canada

Australia

New Zealand

Other

Can visitors make enquiries by phone/fax/email/in person/at all?

Which do you prefer?

Are desks/computer terminals/genealogical literature/library available for visitors to use? Yes/No

Is there someone assigned to work with the public? Yes/No

Do you have a webpage? Yes/No

If so, how often is it accessed per annum?

Are charges made to visitors for research done? Yes/No

How are charges calculated? Flat/Hourly rate

If a flat rate, what is charge?

If hourly rate, how much per hour?

If a flat rate, how are charges structured? Please outline:

If no results are obtained, is there a charge? Yes/No

How long does an average search take?

Records

From where are you getting the master copies of original sources? Specify, e.g. National Library of Ireland, National Archives, county library, etc.:

Have records been recorded in manual format? Yes/No

How many?

Have records been recorded in electronic format? Yes/No

How many?

What formats are used for inputting, i.e. original records Yes/No mostly/some/hardly at all

photocopy records Yes/No mostly/some/hardly at all

microfilm records Yes/No mostly/some/hardly at all

other: please specify

State number of computerised records held:

civil (birth, marriage, death certificates)

ecclesiastical (baptismal, marriage)

Censuses: please state which

Griffith's Primary Valuation of Tenements

Tithe Applotment Books

Other: please specify

Has information been extracted from sources which are:

relevant to your area only Yes/No

or of more general interest Yes/No

Have other sources been used? Yes/No

If yes, please state:

If sources have not been transcribed in full, what information is recorded?

Is additional information added to records? Yes/No

If yes, on what basis?

General Standards

Has a defined descriptive standard been devised to input data? Yes/No

If yes, by whom?

If yes, does the standard pertain to any recognised national or international standards or procedures? Yes/No

If yes, which?

What date was this standard or procedure adopted?

Has data been tested to see how accurate it is? Yes/No

If yes, how has the measure of accuracy been arrived at?

If yes, what is the critical error rate?

Conditions for Access

Do you have a defined legal agreement with holders of religious records:

Roman Catholic Yes/No

Church of Ireland (Representative Church Body) Yes/No

Other (e.g. Presbyterian, Quaker, Jewish, Methodist): please specify

Detail any conditions which have been imposed on the use of records:

Are there any existing sources which you are prohibited from making accessible? Yes/No

If yes, state sources:

Were these sources previously available? Yes/No

Are there data for which no agreement has been reached that you do use?
Yes/No

Have you got relationships with custodians of civil records? Yes/No

If yes, please specify:

Have the records of the Church of the Latter-Day Saints (Mormons) been used? Yes/No

Information Technology

What computer systems are used:

name?

type (PC, Apple, other: specify)?

when installed?

networked? Yes/No

how many terminals?

software used by staff?

Are records in a software format that is readily converted to other formats?
Yes/No

What software format are records in?

Has work begun on extracting data for the central "signposting" index for IGL?
Yes/No

Does the centre use commercially available CD-ROMs/microfilm/microfiche that contain genealogical data? Yes/No

If yes, please state:

Staffing

Who is the person currently responsible for the centre:

Does he/she work full-time at the centre? Yes/No

How many staff inputted data in the last year?

What categories of staff input data?

How much training do they receive before inputting data?

Are they supervised? Yes/No

What kind of experience/qualifications does the supervisor have?

How are salaries of staff funded?

How is the salary of supervisor funded?

Reporting

Have surveys of visitor use been carried out? Yes/No

If yes, detail:

Are records kept (i.e. time spent, type of query) of visitor use? Yes/No

If yes, detail:

Are annual reports published? Yes/No

If yes, detail:

What is the administrative/legal status of centre (e.g. limited company)?

Outline membership of management structure (e.g. directors/managers):

Are targets set? Yes/No

What is number of records computerised to date?

What is progress to date (percentage of total records inputted)?

Has a completion date been set for inputting particular types of records or particular periods? Yes/No

If yes, specify:

Is the focus on inputting particular kinds of records:

civil Yes/No for particular dates Yes/No

religious Yes/No for particular dates Yes/No

other Yes/No for particular dates Yes/No

If dates, how are the time periods broken up (e.g. decades):

Funding

What are the sources of funding for the centre?

What is the annual budget for running the centre?

Does your centre receive income from charging for services? Yes/No

If yes, how much in the last year?

Marketing and PR

Has the centre been advertised? Yes/No

If yes, how:

If no, are there plans to advertise? Yes/No

Is there a marketing budget? Yes/No

Is there communication with other heritage centres about marketing? Yes/No

Does your centre market any products, e.g. surname histories, t-shirts, maps, parish data, etc.? Yes/No

If yes, specify:

Do you have a web page? Yes/No

If yes, how often is it accessed per annum?

Is there contact between your centre and the local tourist office? Yes/No

Is the centre signposted? Yes/No

Detail the ways in which you think genealogical records could be specifically promoted as a cultural resource:

Future

Do you experience any particular problem which is hindering progress?

Do you envisage the centre becoming self-sufficient in terms of funding?
Yes/No

Do you expect that visitor numbers will increase? Yes/No

If yes, on what do you base this?

Are there plans to conduct market research? Yes/No

Are there plans to seek external funding? Yes/No

Thank you for your co-operation.

If you have brochures available for visitors or for advertising your centre, please enclose when returning this questionnaire.

Please return to Margaret Lantry

Appendix 9: Questionnaires Issued To City And County Libraries

Heritage Council Genealogy Review Questionnaire to Libraries

Today's Date:

Contact Details

Address and Contact Details:

Also please add other contact details, e.g. phone, fax, email, and contact name(s).

Thank you for your co-operation.

If you have brochures available for visitors or for advertising your library, please enclose when returning this questionnaire.

Please return to Margaret Lantry

General

In this questionnaire, Heritage Centre means Genealogical Indexing Centre.

Does your library hold records of genealogical interest? Yes/No

Are these records used by the public/tourists? Yes/No

Are you affiliated to the Irish Genealogical Project (IGP) co-ordinated by Irish Genealogy Ltd. (IGL)? Yes/No

If so, how many meetings per annum have been held?

Do you have strong communication links with heritage centres/other genealogical services? Yes/No

Do you refer visitors to heritage centres? Yes/No

Is your library a member of the Irish Family History Foundation? Yes/No

Do you have links with national organisations such as APGI, local history societies?

Please specify:

Services

What hours are you open to visitors?

Is there a dedicated reading room for visitors? Yes/No

Are there reproduction facilities, e.g. photocopying? Yes/No

Are there a cafeteria and other general public facilities? Yes/No

Do visitors have direct access to genealogical records Yes/No

or do you offer research service Yes/No

or both Yes/No

or neither (no public services) Yes/No

Do you provide:

a) a full service for visitors (conduct research covering whatever genealogical records are relevant, even if the necessary records are not yet computerised or available locally)? Yes/No

or b) a partial service for visitors (research using whatever genealogical records are computerised or are currently accessible on the premises)? Yes/No

If visitors are allowed, how many visited in the last year to conduct genealogical research?

Where have they come from (state total number in the last year):

Europe

USA

Canada

Australia

New Zealand

Other

Can visitors make enquiries by phone/fax/email/in person/at all?

Which do you prefer?

Are desks/computer terminals/genealogical literature/library available for visitors to use? Yes/No

Is there someone assigned to deal with genealogical enquiries? Yes/No

Or do general staff deal with all enquiries Yes/No

Are charges made to visitors for genealogical research done? Yes/No

How are charges calculated? Flat/Hourly rate

If a flat rate, what is charge?

If hourly rate, how much per hour?

If a flat rate, how are charges structured? Please outline:

If no results are obtained, is there a charge? Yes/no

How long does an average search take?

Records

What genealogical records do you have in your holdings?

Specify:

Do they include contents of original records Yes/No

Or only details of records Yes/No

What format are they in?

Original Yes/No

Microfilm Yes/No

Microfiche Yes/No

On computer Yes/No

Paper (incl. photocopies) Yes/No

State number of computerised records held:

civil (birth, marriage, death certificates)

ecclesiastical (baptismal, marriage)

Censuses: please state which

Griffith's Primary Valuation of Tenements

Tithe Applotment Books

Other: please specify

Do you hold information for your area only Yes/No

or of more general interest Yes/No

What information does your library hold for family history research other than those mentioned above, e.g. photographic collections, estate papers, gravestone inscriptions? Please specify:

General Standards

If you hold original genealogical records, is an archival standard used to store them? Yes/no

If yes, does the standard pertain to any recognised national or international standards or procedures? Yes/No

If yes, which?

What date was this standard or procedure adopted?

Conditions for Access

Do you have a defined legal agreement with holders of religious records:

Roman Catholic Yes/No

Church of Ireland (Representative Church Body) Yes/No

Other (e.g. Presbyterian, Quaker, Jewish, Methodist): please specify

Detail any conditions that have been imposed on the use of records:

Are there any existing sources which you are prohibited from making accessible? Yes/No

If yes, state sources:

Were these sources previously available? Yes/No

Are there data for which no agreement has been reached that you do use?
Yes/No

Have you got relationships with custodians of civil records? Yes/No

If yes, please specify:

What dates do your records cover?

Have the records of the Church of the Latter-Day Saints (Mormons) been used? Yes/No

Information Technology (IT)

Are computers used to store/access genealogical data? Yes/No

If yes, specify:

Name of system?

Type (PC, Apple, other: specify)?

When installed?

Networked? Yes/No

How many terminals?

Software used by staff?

Are records in a software format that is readily converted to other formats?
Yes/no

What software format are records in?

Does the library use commercially available CD-ROMs/microfilm/microfiche that contain genealogical data/reference works? Yes/No

If yes, please state:

Staffing

Who is the person currently responsible for the providing genealogical services:

Does he/she work full-time at the library? Yes/No

What kind of experience/qualifications does this person have?

Is this person paid from your main salary budget? Yes/No

Reporting

Have surveys of visitor use been carried out? Yes/No

If yes, detail:

Are records kept (i.e. time spent, type of query) of visitor use? Yes/No

If yes, detail:

Are annual reports published? Yes/No

If yes, detail:

Marketing and PR

Has the genealogical service been advertised? Yes/No

If yes, how:

If no, are there plans to advertise? Yes/No

Is there a marketing budget? Yes/No

Is there communication with the heritage centres about marketing? Yes/No

Do you have a web page? Yes/No

If yes, how often is it accessed per annum?

Is there contact between your library and the local tourist office? Yes/No

Is the library signposted? Yes/No

Detail the ways in which you think genealogical records could be specifically promoted as a cultural resource:

Future

Do you experience any particular problem that is hindering progress in providing a genealogical service? Yes/No

Do you expect that visitor numbers will increase? Yes/No

If yes, on what do you base this?

Are there plans to conduct market research? Yes/No

Are there plans to seek external funding for the genealogical service? Yes/No

Any additional information you would like to add:

Thank you for your co-operation.

If you have brochures available for visitors or for advertising your library,
please enclose when returning this questionnaire.

Please return to Margaret Lantry

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Appendix 10: Legislation

Acts of the Oireachtas

Adoption Act, 1991 no. 14; amendment 1998, no. 10

Births, Deaths and Marriages Registration Act, 1972, no. 25

Copyright Act, 1963 no. 10; amendment 1987, no. 24

Data Protection Act, 1988, no. 25

Freedom of Information Act, 1997, no. 13

Health Act, 1970, no. 1

Heritage Act, 1995, no. 4

Irish Church Act Amendment Act, 1881

Legitimacy Act, 1931, no. 13

Local Government Act, 1994, no. 8

National Archives Act, 1986, no. 11

National Cultural Institutions Act, 1997, no. 11

Parochial Records Act, 1876

Public Records (Ireland) Act, 1867; amendment 1875

Registry of Deeds Act, 1832

Status of Children Act, 1987 no. 26; amendment 1996, no. 36

Stillbirths Registration Act, 1994, no. 1

Statutory Instruments

SI/93/218 Births, Deaths and Marriages Registration Act, 1972

SI/96/36 Births, Deaths and Marriages Registration Act, 1972

SI/64/177 Copyright Act, 1963 (Commencement) Order, 1964

SI/91/101 Copyright (Extended Application) Order, 1991

SI/93/03 Copyright Act, 1963

SI/93/26 Copyright Act, 1963

SI/95/42 Copyright Act, 1963

SI/95/158 Copyright Act, 1963

SI/97/330 Copyright Act, 1963

SI/95/158 European Communities (Term of Protection of Copyright) Regulations, 1995

SI/88/347 Data Protection (Fees) Regulations, 1988

SI/88/349 Data Protection Act, 1988 (Commencement) Order, 1988

SI/88/350 Data Protection (Registration Period) Regulations, 1988

SI/88/351 Data Protection (Registration) Regulations, 1988

SI/89/350 Data Protection (Restriction of Section 4) Regulations, 1989

SI/90/080 Data Protection (Fees) Regulations, 1990

SI/93/95 Data Protection Act, 1988

SI/93/141 Data Protection Act, 1988

SI/96/105 Data Protection (Fees) Regulations, 1996

SI/98/116 Freedom of Information Act 1997 - Delegation Under Section 4

SI/98/139S Freedom of Information Act 1997 - (Section 47 (3)) Regulations, 1998

SI/94/113 Local Government Act, 1994 (Commencement) Order, 1994

SI/97/499 Local Government (An Chomhairle Leabharlanna) Regulations, 1997

SI/88/226 National Archives (Fees) Regulations, 1988

SI/88/227 National Archives (Authentication of Documents) Regulations, 1988

SI/88/228 National Archives Act, 1986 (Commencement) Order, 1988

SI/88/385 National Archives Act, 1986, Regulations, 1988

SI/97/281 National Archives Act, 1986 (Prescription of Classes of Records) Order, 1997

SI/97/222 National Cultural Institutions Act, 1997

SI/97/328 National Cultural Institutions Act, 1997

SI/91/360 Registry of Deeds (Fees) Order, 1991

SI/94/97 Stillbirths Registration Act, 1994

SI/94/426 Stillbirths Registration Act, 1994

European Union

Directive 96/9/EC of the European Parliament and of the Council of 11 March 1996 on the legal protection of databases No. L 77/20

Council Directive 93/98/EEC of 29 October 1993 harmonizing the term of protection of copyright and certain related rights No. L 290/9

Council Directive 92/100/EEC of 19 November 1992 on rental right and lending right and on certain rights related to copyright in the field of intellectual property No. L 346/61