



Augustinian Archives Policy

January 2019



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Mission Statement:

The Augustinian Archives are the memories of the order. The Augustinians strive to preserve and make available to users, archives of enduring value generated by the Province. They are committed to preserving their story which reflects many aspects of social, political and economic history in Ireland. The Augustinians value and support historical research, and to this end will co-operate fully with bona fide researchers who seek access to their archives, under the terms of the order's Access Policy.

The Provincial Archivist is elected by an absolute majority of votes among the candidates proposed singly by the Prior Provincial at the Ordinary Provincial Chapter. (*Art 361 Rule and Constitutions Order of St. Augustine*)

The Province may engage a contractor to carry out Archival Services and they will be responsible for the following...

- Appraising and evaluating all records.
- Sorting, processing, cataloguing of archival collections to international standards.
- Promoting awareness and history of the Order.
- Ensuring correct standards for archival packaging are maintained
- Assessing requests for access to the Archive.
- Supervising Researchers and dealing with requests
- Supervising Archival volunteers

Acquisition:

The Augustinian Provincial Archive receives records through internal transfer and external donation. The Augustinian Archives will collect the following...

- Records of historical value that are created by/or about the Order of St Augustine.
- Records relating to the life and work of the members of the Order of St Augustine.
- Records in all media formats as well as artefacts and objects that are of historical value.
- Records donated externally that are of historical value and are compatible with the OSA collection.

Personal Papers:

The Augustinian Provincial Archives have a duty of care to everyone on whom they hold records. Some material held in the Archives contains personal data and is therefore subject to Data Protection. Personal papers will be appraised by the Archivist. Anything that is not archival will be returned to the Friar, or if deceased, to his family or disposed of in an appropriate manner. The archival material will then be stored under the Friar's name. Items such as diaries, journals, reports, correspondence may contain references to people who are living and these are therefore subject to Data Protection legislation.



Please note...

- The Data Protection Acts (1988) and (2003) and GDPR (2018) do NOT give third party access to personal data.
- If an individual is still alive, written permission must be sought from them for access to their personal file.
- Access to the papers of a deceased Friar for research purposes is subject to the approval of the Prior Provincial and the Provincial Archivist. The content of the collection will be taken into account for an informed decision to be made.
- A Friar may, if he wishes, place a time limit for access to his personal papers.
- Access to personal data in archives by someone other than the subject, the Prior Provincial or his designated employees will normally be permitted for historical or statistical research provided the subject has set no time limit for access.
- Freedom of Information only applies if the Archive has received state/public funding in some form, such as a Heritage Council grant.
- Copyright lies with the Author/Photographer/Augustinian Order.

Arrangement:

The archives are arranged with respect to the provenance and original order of the material. In cases where no order existed or cannot be reconstructed, the Archivist will impose order. In terms of Description, the archives will be arranged according to International Standards for Archival Description. With regard to preservation the Archives will strive to meet the guidelines set out in Document PD5454, for the storage and exhibition of archival materials.

Access:

The Augustinian Provincial Archive will strive to obtain and process information fairly, keep it safe and secure and be cognisant of any personal material relating to living persons contained within archival records. Appropriate access restrictions will be placed on any such material. (see Personal Papers)

Access to the Archive is by appointment only. The Archive is open to Researchers on Wednesdays from 10.00am to 04.00pm.

Rules for Researchers:

Archives are fragile and irreplaceable. They should be handled with great care. Please note the following...

- Pencils must always be used.
- Ensure hands are clean.
- Documents/books must not be marked, folded or leaned upon.
- Do not lick or moisten fingers before turning pages.
- Do not disorder or re-arrange loose documents or remove tags or fasteners from files.
- Researchers must not bring into the reading room anything that will damage the archives.



- Use of photocopier/digital cameras/laptops/tablets/mobile phones is at the discretion of the archivist.
- Readers are responsible for the safety of the archives given to them until they are returned.
- Archives are copyright and must not be published without the written consent of the Prior Provincial.

John Hennebry OSA

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Prior Provincial

Appendix

Appendix 1 - Disaster Management Plan:

Appendix 2 – Guidelines for those tasked with examining the surviving material of a Friar.

Appendix 3 – Guidelines for Preservation.



Appendix 1.

Disaster Management Plan:

This usually involves four phases :

1. Prevention
2. Preparedness
3. Response
4. Recovery

The following guide to producing a disaster plan outlines recommended action in all four phases, but prevention is the best protection against disaster, natural or man-made.

Phase 1 : Prevention

Identify and minimize the risks posed by the building, its equipment and fittings, and the natural hazards of the area.

- Carry out a building inspection and alter factors which constitute a potential hazard.
- Establish routine housekeeping and maintenance measures to withstand disaster in buildings and surrounding areas.
- Install automatic fire detection and extinguishing systems, and water-sensing alarms.
- Take special precautions during unusual periods of increased risk, such as building renovation.
- Make special arrangements to ensure the safety of library or archival material when exhibited.
- Provide security copies of vital records such as collection inventories, and store these off-site. Disaster Planning Page 4 / 8
- Protect computers and data through provision of uninterrupted power supply.
- Have comprehensive insurance for the library or archives, its contents, the cost of salvage operations, and potential replacement, re-binding and restoration of damaged materials.

Phase 2 : Preparedness Getting ready to cope.

Develop a written preparedness, response and recovery plan.

Keep the plan up-to-date, and test it.

Keep together supplies and equipment required in a disaster and maintain them.

Establish and train an in-house disaster response team. Training in : – disaster response techniques, – identification and marking on floor-plans and enclosures of irreplaceable and important material for priority salvage.

Prepare and keep an up-to-date set of documentation including : –



Building floor-plans, with locations of cut-off switches and valves. –

Inventory of holdings, with priorities for salvage marked on floor-plans. –

List of names, addresses, and home telephone numbers of personnel with emergency responsibilities. –

List of names, addresses, and home telephone numbers of the in-house disaster response team. –

List of names, addresses and home telephone numbers of trained conservators with experience in salvaging water-damaged materials, resource organisations, and other facilities able to offer support in the event of a disaster. –

List of disaster control services, in-house supplies and equipment, and in any central store, including locations and names of contacts with home telephone numbers. –

List of suppliers of services and sources of additional equipment and supplies, including names of contacts and home telephone numbers. –

Arrangements made to access freezing facilities. –

Arrangements for funding emergency needs. –

Copies of insurance policies. –

Salvage procedures.

Distribute the plan and documentation to appropriate locations on- and off-site.

Institute procedures to notify appropriate people of the disaster and assemble them rapidly.

Phase 3 : Response When disaster strikes.

- Follow established emergency procedures for raising the alarm, evacuating personnel and making the disaster site safe
- Contact the leader of the disaster response team to direct and brief the trained salvage personnel
- When permission is given to re-enter the site, make a preliminary assessment of the extent of the damage, and the equipment, supplies and services required.
- Stabilize the environment to prevent the growth of mould.

Phase 4 : Recovery Getting back to normal.

- Establish a programme to restore both the disaster site and the damaged materials to a stable and usable condition.
- Determine priorities for restoration work and seek the advice of a conservator as to the best methods and options, and obtain cost estimates.
- Develop a phased conservation programme where large quantities of material are involved.
- Discard items not worth retaining, and replace or re-bind items not justifying special conservation treatment.



- Contact insurers.
- Clean and rehabilitate the disaster site.
- Replace treated material in the refurbished site.
- Analyse the disaster and improve the plan in the light of experience. – Be prepared for any type of disaster. Contact and consult other libraries or archives and library or archives associations to share information and experience, and with a view to regional cooperation. – Take advantage of educational sessions, particularly disaster planning workshops and preparedness exercises. – Seek expert advice and help from the preservation offices of national and large research libraries, members of the Standing Committee of the Section on Conservation of the IFLA, the centres of the IFLA-PAC Programme, and the Technical Committees of ICA and of the International Audiovisual Archives Associations FIAF, FIAT, and IASA.



Appendix 2

Guidelines for those tasked with examining the surviving material of a friar:

Upon the death of a friar, it is important to preserve an essential record of his life, character and contribution to the Order for the archive. The following are guidelines for those tasked with examining the surviving material of the friar.

For Retention:

Correspondence with the Provincial Office (exclude general postings and circulars). Personal correspondence with other friars should be retained. Communications that reveal the character of the friar, any dealings with prominent individuals, or related to the positions he held.

Legal documents should be retained such as birth certificates, driving licence, wills etc.,

Sacramental Records

Financial Records

Lectures, homilies, speeches, instructions

Journals, diaries, notes

Publications, unpublished manuscripts, lectures given and other written material.

Photographs

Computers, external memory devices

Audio/Visual material

Books, clippings, other collections

Special endeavours such as creative works like original music scores, paintings, photography, skilled craftsmanship, media production etc.,

Artefacts & memorabilia.



Appendix 3

Guidelines for Preservation:

General Practice:

Climate Control: Ideal Storage Conditions are 13 - 24° c and 45 – 65% relative humidity. A stable environment is very important with preferably no direct sunlight and proper air flow.

Storage: Archives will be stored in Acid Free, archival quality folders and archive boxes.

Infestation: To avoid infestation of insects, rodents or mould, no food may be consumed in the archives.

Walls: impermeable to moisture and thermally insulated.

Shelving: Powder coated, easily adjustable steel shelving (fire resistant).

Workspaces: Designated space to accommodate large tables for processing and sorting materials.

Textual Records:

Before placing records in acid-free storage, the following procedures must be followed:-

- Remove all paper clips, pins, staples, string, elastic bands or other harmful items and replace staples/metal clips with plastic paper clips.
- All documents must be stripped of all metal and plastic bindings.
- Unfold and uncurl pages to make certain all the material is neat and flat without changing the original order.
- Identify items that need special care, so that they can be removed later.
- Newsprint – replace clippings or carbon copies with a photocopy
- Pages with tape, glue or any substance which may contaminate other pages are replaced with a photocopy.
- Volumes must be stored flat in acid free boxes.
- Fragile documents should be copied and the surrogate produced to preserve originals.

Photographs:

- Individual photos placed in acid free envelopes and stored in archival boxes
- For exhibitions digital copies of photographs are used.
- Negatives stored separately from prints in acid free envelopes and boxes
- Albums stored in oversized acid free boxes and interleaved with acid free paper to prevent transfer of acids.
- Slides stored in mylar or acid free enclosures.

Audio/Visual Records

- Film is stored vertically on metal shelving.
- Video Tapes, Audio Cassettes and Vinyl Records are stored vertically in their original containers.



- CDs, DVDs are placed inside archival boxes where appropriate.

Architectural Survey Maps:

- Architectural drawings, blueprints, plans and property survey maps are stored flat in lockable large map cabinets.

Exhibitions:

- Original material should only be displayed in appropriate locked display cases in a secure area for a limited period.
- As far as possible copies or duplicates should be used for exhibition or display purposes.