

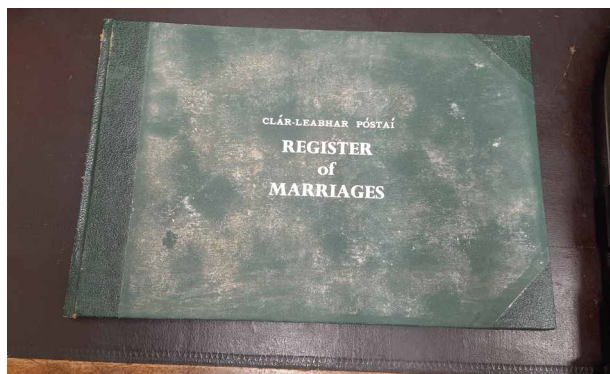
What Happens When You Don't Take Care of Your Records

Fire – failure to store unique records such as registers in a safe is breaking the law. In the event of a fire and destruction of records there is no come-back.

Light and Pests – failure to keep records secure can also expose them to light and unwanted pests including silverfish, moths, furniture and carpet beetles and rodents.

Damp - leads to high humidity levels which damage records, sometimes beyond salvage.

Theft – if materials are not in secure holding, and if registers are not in a fireproof safe there is a risk of them being removed or corrupted by third parties.



What the RCB Library Can Do to Help

1. Conserve and clean records.
2. Store them in a controlled strongroom, where light, humidity & temperature are monitored with secure systems in place to avoid fire, flood and theft.
3. Assess their historical value, and list their content.
4. Make them available to researchers, under supervision.
5. Digitise certain categories of records, including the registers, to reduce the wear and tear on the originals.

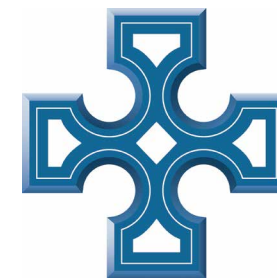


Practical Guidance on the Care and Safekeeping of Parish Records:
<https://bit.ly/43WLxMW>

If you are concerned about your records or need any further information please contact RCB Library:

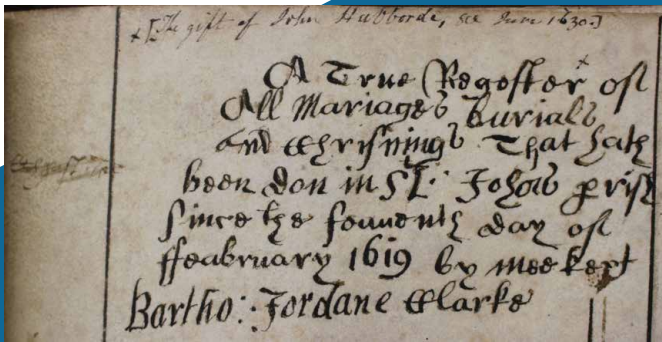
The RCB Library
Braemor Park, Churchtown, Dublin 14, D14 N735
Tel: (+353) 1 4923979
Email: RCB.Library@rcbcoi.org

Website:
www.churchofireland.org/about/rcb-library

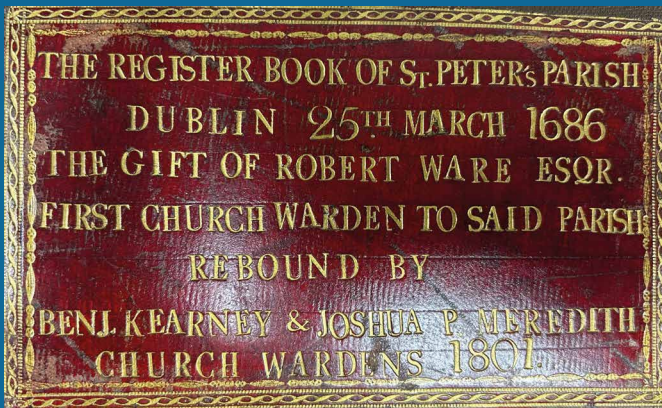


Keeping the Records Safe

An Information Leaflet for Parishes



SINCE MEDIEVAL TIMES, clergy and people have been proactive in record-keeping as part of Church life. It is thanks to the diligence of previous generations that so much material has survived, including some of the oldest ecclesiastical or institutional records on the island of Ireland.

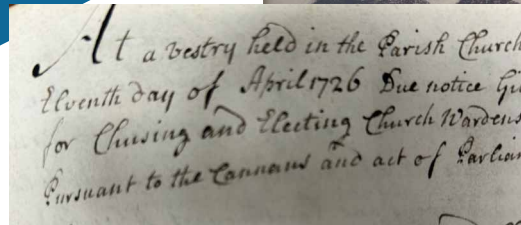


In particular, Church of Ireland parish registers (of baptism, marriage and burial) are unique records for determining family relationships, and they are needed by many different people for a variety of legal, medical and social purposes.

We are obliged by law to make sure these records are kept safe and where appropriate people can gain access to the information they hold.

The Role of the RCB Library

Founded in 1932, the RCB (Representative Church Body) Library is the Church of Ireland's principal repository for books and archives.



Many records have already been transferred to safekeeping, where they are catalogued, securely stored in fireproof strongrooms and made available (as appropriate) for public consultation, under supervision.



BAPTISMS solemnized in the Parish of <i>St. Mary Donnybrook</i> in the County of <i>Dublin</i> in the year 1865.								
When Baptized.	When Born.	Child's Christian Name.	Parent's Name.		Abode.	Quality, Trade, or Profession.	By whom the Ceremony was performed.	
			Christian.	Surname.				
1865 July 12	June 13 1865	William Butler	John Butler	Jeats	Jeats	Jeats	Jeats	Jeats
No. 111								

Records in Local Custody

Other records continue to be held in the places where they were created – churches, cathedrals, diocesan offices and other locations. Here some may be needed for local administration, but in many cases are no longer required for any current use and given their historical value would advisably best be transferred to the Library.

Aging buildings and inappropriate storage facilities are not ideal places for looking after unique archival materials which are vulnerable to all types of hazards. In particular, climate change has led to greater fluctuation of temperature and humidity levels than we have ever experienced before. Damp environmental conditions are having a very negative impact on the well-being of records and may reduce their chances of survival into the future.

