



DCSA01/10/11 Irish Ladies' Hockey Team, Rhyl, Wales (1932)

Records Not to Transfer

- Records which may still be required for day to day operation of club
- Records still required for legal purposes
- Low level financial records such as chequebooks, bank statements, receipt books and invoices
- Membership renewal forms
- Duplicates such as extra copies of publications and memorabilia
- Oversize material in large frames (it is advised that a digital copy is made and sent to archives)
- Records containing a high degree of personal information may need to be closed for data protection reasons for a long time-period and must be evaluated by the archivist prior to transfer.

Copyright and Ownership

- Ownership of sports archives donated will pass to Dublin City Council (DCC) and will remain in public ownership and will not be disposed of by sale or by gift. Dublin City Library and Archive will not accept material unless ownership is transferred.
- Dublin City Council undertakes to preserve and make sports archives available for research in the same manner as all collections at Dublin City Library and Archive.
- Intellectual copyright will rest with the donor/club/sports association. The terms of the Copyright and Related Acts (2000) will apply allowing DCLA to provide photocopies of material for research purposes only. Researchers wishing to publish will be obliged to write to the donor for permission to do so.

Exhibition

Requests from Sports Clubs for return of their own original archive material to use in exhibitions will only be met if the exhibition area meets our stringent security and preservation criteria. In most cases, we may advise to use copies instead.

Cataloguing

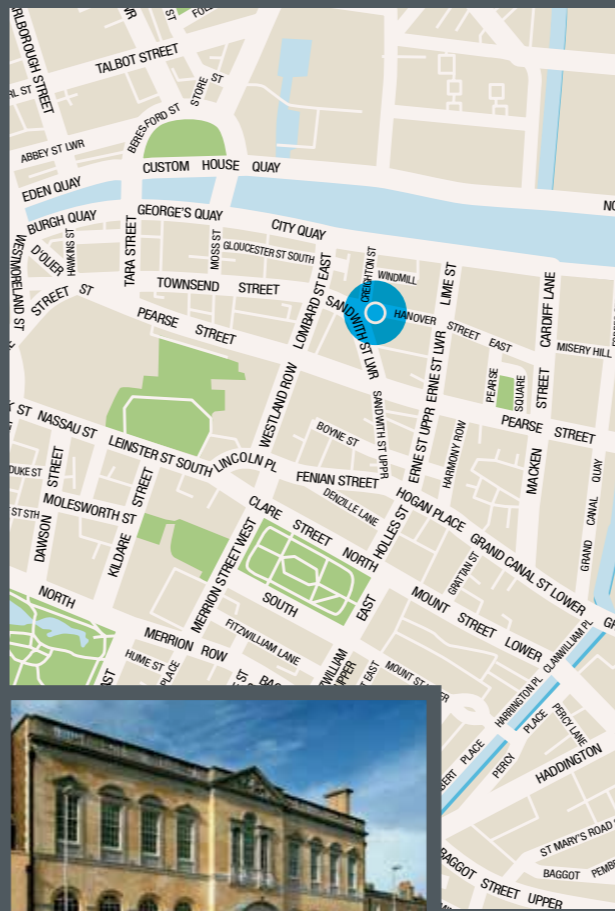
There will be a time-lag between receipt of Sports Archives and opening these archives for public inspection in the Reading Room of Dublin City Library and Archive. This is necessary to allow for Sports Archives to be catalogued. Dublin City Library and Archive retains the right to decide on priorities when scheduling archives for cataloguing.

Access

Once a collection has been fully catalogued, records (regardless of creation date) will be made available to the public in the Dublin City Library and Archive reading room. However records containing personal or sensitive data will be identified during cataloguing and closed for specific periods. The depositor should let us know before transferring material if they are aware of any such records or if they have any concerns regarding public access to material. It will not be possible to accommodate requests to close non-sensitive material to public access for long periods.



The Reading Room at Dublin City Library and Archive

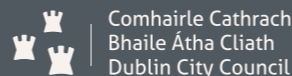


Dublin City Library and Archive facade on Pearse Street

Dublin City Library and Archive,
138–144 Pearse Street, Dublin 2,
D02 HE37

Email: cityarchives@dublincity.ie
Phone: 01 674 4996 / 674 4848

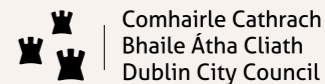
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DUBLIN CITY SPORTS ARCHIVES Guidelines



Dublin City Library and Archive
Leabharlanna Poiblí Chathair
Bhaile Átha Cliath



FRONT COVER: Greene Collection, Civic Guard Championship in Phoenix Park, Dublin (June, 1932)

Dublin has a rich sporting heritage, with sport playing an intrinsic role in the city's social and cultural identity. Every local sports club or organisation produces its own original records. These records are evidence of its activities and its significance at local and national level and are of immense value to researchers and club historians.



DCSA/08/04 Rathfarnham Golf Club Annual Fixture Lists

Records to Transfer

This list is only a guide and you may not have all these categories of records. You may also have other types of records which are of research value — if in doubt please contact us at Dublin City Library and Archive for advice.

- Records relating to sports clubs/associations/individuals within **Dublin City**
- **Minutes** – as complete a set as possible
- **Publications** such as published club histories, newsletters, annual reports, working papers/briefing documents, brochures and other advertising/promotional material (e.g. posters, flyers), programmes/fanzines
- **Papers of the key officers** (including job specification documents)
- **Constitution**, legal papers, memoranda of association, articles of agreement, rule books, prospectuses, handbooks
- **Reports and major submissions** compiled by your organisation
- **Records relating to special events**, social activities (e.g. tours, annual dinners) and fund-raising, and major campaigns, as well as the day-to-day running of the club (organising matches, liaising with governing body etc.)
- **Consolidated financial records** such as journals, balance sheets and annual financial statements, and any material relating to sponsorship, funding, scholarships etc.

- **Photographs** (with individuals/events/dates identified as far as possible)
- **Memorabilia** such as membership cards, art works, tickets, certificates, souvenirs
- **Oral history material** recordings, transcripts and written accounts (e.g. diaries, articles, memoirs, notes on club history)
- **Personal papers**
- **Supporter memorabilia**
- Sets of **press-cuttings** relating to your organisation and other public relations material
- **Register of members**
- **Correspondence** and files relating to club
- **Fixture lists/result sheets/score books**
- Material relating to **referees, umpires** etc.
- Material relating to **club buildings** (construction, rental, moving, upgrading – e.g. plans, agreements, tenders) which are no longer required for legal purposes.
- **Chronological lists** identifying key officers (e.g. President, Club Captain, Secretary, Treasurer)
- Any **club policy** relating to the creation, maintenance and storage of records

Transferring Records

- It is essential to make contact with Dublin City Library and Archive before forwarding any records. Dublin City Library and Archive will only accept records which fall within our collecting policy and which are of research value.
- Records must be packed into boxes before transfer.
- Any files packed into boxes must first be placed into file folders. Each file folder must be labelled with a note of its contents and covering dates e.g. File of President's papers 1993–1994. **Note:** Boxes, file folders and labels can be supplied by Dublin City Library and Archive on request.
- Summary list of each box should also be created, as per example:

Box 1
File of President's papers, 1993–1994
File of press-cuttings
Bound Volume: Committee Minutes 1995

- The summary list must be printed out and taped to the top of each box. An electronic copy of the list must also be emailed to cityarchives@dublincity.ie
- Each box must be labelled as below:

Box 1: NAME OF ORGANISATION
For Transfer to Dublin City Sports Archive
c/o Dublin City Library and Archive
138–144 Pearse Street
Dublin 2
- When boxes have been packed and listed, please e-mail cityarchives@dublincity.ie with details of exact number of boxes being transferred. We will then arrange for the boxes to be collected at a convenient time to you.
- When we receive the records we will immediately accession them and acknowledge receipt.



DCSA05/02 Shelbourne FC Team (c. 1965)

Audiovisual Records

These often exist in formats which are now obsolete or need specialist equipment to view (e.g. **lantern slides, various film gauges, videotapes, open reels, magnetic and digital cassettes, minidisks**). Please contact Dublin City Library and Archive to discuss a strategy for transferring these records.

Electronic Records

Please contact the Dublin City Library and Archive to discuss a strategy for transferring electronic records such as **emails, PDFs, digital photographs** etc. As a general principal, it is advisable to transfer electronic records via portable external hard drive, rather than download onto an unstable medium such as CD or DVD.

Olympic Gold Medalist Ronnie Delaney and former Lord Mayor Gerry Breen at DCSA launch (2010)



The Dublin City Sports Archive (DSCA) was established by Dublin City Library and Archive in September 2010 to provide a lasting legacy to Dublin's term as European Capital of Sport. To date, we have received collections relating to hockey, golf, cycling, athletics, swimming, water-polo, football supporters organisations and VEC Sports.

We invite local clubs, organisations, community groups and sporting individuals to contact us if they have any records which tell the story of sport and Dublin which they would be willing to donate to Dublin City Sports Archive. E-mail us at cityarchives@dublincity.ie or phone **01 674 4848/4996**

Any material donated will be preserved and stored in our archive strong rooms free of charge. Once material has been fully catalogued, it will be made available to the public for consultation in the Dublin City Library and Archive Reading Room.

Note: As the GAA, FAI and IRFU have made provisions for preserving their own archives, we do not accept donations from these sporting organisations.