An Chomhairle Oidhreachta
The Heritage Council



Archives & Records Association
UK & Ireland

REGISTERED AS A CHARITY
NUMBER 1041063

# IRISH GUIDELINES FOR INDEXING ARCHIVES

Archives & Records Association, Ireland
March 2013

# Irish Guidelines for Indexing Archives

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## INTRODUCTION

These guidelines outline and explain best practice for the indexing of archival fonds in Ireland. They cover the creation of index terms, also known as 'access points', for persons, families, corporate bodies, places, and subjects. They apply to all kinds of archives and are designed to assist archivists working with or without archival software packages.

The guidelines are mainly based on the *Rules for the Construction of Personal, Place and Corporate Names* (National Council on Archives, 1997), hereafter referred to as 'NCA Rules'.[1] The guidelines summarise the key recommendations of the NCA Rules in relation to creating index terms for persons, families, corporate bodies and places. They also contain guidelines relating to creating index terms for buildings and subjects which do not feature in the NCA Rules. Examples from Irish archives (both from Northern Ireland and the Republic of Ireland) are used throughout.

The aim of these guidelines is to facilitate the standardisation of archival indexing in Ireland. Standardisation of practice in relation to indexing has become more pressing with the launch of the online archives portal for Ireland, the Irish Archives Resource (http://www.iar.ie ), and the proposed expansion of the European archives portal, APEx (http://www.apex-project.eu/), to regional archives.

The adoption of standardised index terms for Irish archive collections is the first step towards the creation of fully developed authority records as described in the *International Standard Archival Authority Record for Corporate Bodies, Persons, and Families*, hereafter ISAAR (CPF).[2] An authority record supplements the authorised form of name contained in the access point with other information elements. These elements further identify and describe the entity being described. They may also document the context of records creation and the relationships between different record creators. As there are currently no plans in place to create a national database of archival authority files, this document is limited to providing guidance on creating standardised access points which may in time contribute to such a development.

These guidelines have been produced by the Indexing and Authority Control Sub-committee, established by the Irish Region of the Archives and Records Association (formerly the Society of Archivists) in Autumn 2009. The sub-committee members were Dr Elizabeth Mullins, School of History and Archives, University College Dublin, Stephen Scarth, Public Record Office of Northern Ireland, Colum O' Riordan, Irish Architectural Archive, Micheál Ó

[1] Electronic Versions of the Rules for the Construction of Personal, Place and Corporate Names are available for free on a number of sites including: http://archiveshub.ac.uk/ncarules/; http://anws.llgc.org.uk/ncarules/title.htm (last accessed 4 March 2013).

[2] ISAAR (CPF): *International Standard Archival Authority Record for Corporate Bodies, Persons and Families*. 2nd ed. Vienna: International Council on Archives, 2004.

Conaire and Mary Mackey, National Archives, Ireland. The guidelines were prepared in consultation with Bill Stockting of the British Library.

We are grateful to the members of the committee of the Archives and Records Association, Ireland and to the Heritage Council of Ireland for their support for this project. We would also like to thank all the people who provided feedback on the draft versions including Marianne Cosgrave, Helen Hewson, Frances McGee, Elizabeth McEvoy, Hazel Menton and Della Murphy.

# CREATING INDEX TERMS

## What to index?

Index terms provide users with a general guide to the content of archival collections. When choosing index terms, the archivist should consider which people, families, bodies, places and subjects a finding aid is rich in information about. This will usually be clear from reading the fonds and or series level descriptions.

The creator of the records, be this a person, family or corporate body, should be indexed.

Additional names should be included if the records provide significant information or reflect on the life, career and achievements of a person, family or corporate body other than the creator.

Only index places, if the records contain significant material on, or history of, a particular place or place name.

Subject terms chosen should be at a broad conceptual level, reflecting the major topics with which a fonds is concerned.

Events should be indexed only if the fonds contains material of importance or interest to the event.

## To what level?

Index terms are usually created at fonds/sub-fonds or series levels, rather than at file and item level. Therefore, there will not normally need to be a large number of index entries per fonds.

## How to form index terms?

The most important thing to remember in forming an index term is that it needs to uniquely identify the person, family, body, place, subject or event represented.

To create this kind of unique term, use the ‘mandatory’ and ‘mandatory if applicable’ elements identified in these guidelines. If necessary, supplement these with optional elements, i.e. place, epithets etc., to unambiguously identify the entity being indexed. Not all the optional elements should be used, but only enough to create a uniquely identifiable term.

**How to deal with cross references?**

These guidelines, following the NCA rules, make some provision for cross-referencing index terms. Cross-references can be mandatory or discretionary according to context. The convention followed is *x* for ‘see’ and *xx* for ‘see also’.

In terms of personal names, an individual should have only one authorised form of name and each name should apply to only one individual. There should be no ‘see also’ references (*xx*) for personal names but ‘see’ references (x) may be used to link non-preferred forms (common variants etc.) to the authorised name.

The same rule broadly applies to family names, apart from instances of ennoblement where ‘see also’ references (*xx*) may be used.

When a corporate body changes its name, establish a new authorised form for the new name. Use ‘see also’ (*xx*) to refer between the different authorised names used for a corporate body.

When place names have changed over time, use the contemporary form of the name as found in the primary source and cross refer using ‘see also’ (*xx*), between it and the most recent form of the name.

## STRUCTURE OF THE GUIDELINES

The guidelines are divided into five broad sections which relate to creating index terms for people, families, corporate bodies, places and subjects/events.

The first four of these sections have a similar structure. They open with a definition of the entity being indexed and reference to any previously constructed lists of index terms or authority files which may be useful. Principal among these is the National Register of Archives (NRA: http://www.nationalarchives.gov.uk/nra/default.asp ).

The sections then explain how to form new index terms for the particular entities when these do not previously exist. Mandatory elements for terms in each category are identified and then elements which are mandatory if applicable or optional are discussed.

The fifth section of the document deals with indexing subjects and events. Rather than describing elements, this section discusses the general role of subject indexing and refers to thesauri and to specialised vocabularies which may provide an authorised index term for particular events or subjects.

A full list of all examples is provided as an appendix to the document. This supplements the abbreviated examples (indicated by the use of '…') included in the main text which are used to illustrate the particular elements being discussed.

# PERSONAL NAMES

A personal name is the name given to an individual or a name by which he/she is known.

Authorised forms of many personal names can be found on the National Register of Archives (NRA: http://www.nationalarchives.gov.uk/nra/default.asp). The NRA term should be used if available.

This section outlines how to create a new personal name index term.

## MANDATORY ELEMENTS

Mandatory elements for a personal name index term are:

- surname
- forename
- dates

## SURNAMES

NCA rules 2.3A.1

**Simple surname** consists of a single word:

Murphy

McCarthy

### Compound and Hyphenated Surnames

NCA rules 2.3A.2.1-2

Where a surname comprises more than one word, the last word comes first in the authorised form. Alternative unauthorised forms of the name can be cited using a 'see' reference (*x*), if these are considered helpful to the user.

Williams, Ralph, Vaughan…

Lewis, Daniel, Day-....
*x* Day-Lewis, Daniel…

O'Brien, Conor, Cruise…
*x* Cruise O'Brien, Conor...

**Surnames with separable prefixes**

NCA rules 2.3A.2.3

Where a prefix such as De or Du precedes the surname, the authorised form of the name places the last word first. A ‘see’ reference (*x*) to the unauthorised form of the name, with the prefix in first position can be included if considered helpful for the user.

Valera, Eamon, de...
*x* de Valera, Eamon...

Fanu, Joseph Thomas Sheridan...
*x* Le Fanu, Joseph Thomas Sheridan...

When the prefix is attached to the surname without a space, treat it as a simple surname.

L’Estrange, Roger....

D’Arcy, Gordon....

**Change of Name**

NCA rules 2.3A.4

Where there are changes of name, the last or most recent name is to be adopted as the authority, even if the change takes place late in a person’s life. Previous names can be cited using a ‘see’ reference (*x*), if these are considered helpful to the user.

Burgh, Chris, de.....
*x* Davison, Christopher John….

Mac Liammóir, Micheál....
*x* Willmore, Alfred....

**Pseudonyms and nicknames**

NCA rules 2.3A.6

In the case of common pseudonyms, the original name is the authorised form of the name and the unauthorised pseudonym(s) can be cited using a ‘see’ reference (*x*).

O’Rahilly, Michael Joseph...

*x* the O'Rahilly...

Higgins, Alex....
*x* Higgins, 'Hurricane'...

Mayne, Robert Blair....
*x* Mayne, Blair....
*x* Mayne, 'Paddy'....

**Women's Names**

NCA rules 2.3A.5

The authorised form of name for a woman who is single or is married but uses her maiden name, is the maiden name. A 'see' reference (*x*) can be included to her unauthorised married name, if it is commonly known.

Parnell, Anna....

Gonne, Maud….
*x* MacBride, Maud….

The authorised form of name for a woman who marries and adopts her husband's surname and is only known by that name is the married name.

McAleese, Mary....

Skeffington, Hannah, Sheehy...

The authorised form of name for a woman who marries more than once, who uses both her married and maiden names or who uses the name of a former husband, is the name used most frequently. Refer using a 'see' reference (*x*) to the unauthorised names where appropriate.

O'Shea, Katherine….
*x* Parnell, Katherine....

McAliskey, Bernadette….
*x* Devlin, Bernadette

**Irish/Ulster Scots surnames**

NCA rules 2.3B.2

In Irish language names Ó and Mac are treated of as inseparable prefixes and used first in the authorised form of the name.

Mac Culleanáin, Cormac....

If the name occurs only in Irish / Ulster Scots in primary and secondary sources, this form is to be used.

Ó Rathaille, Aodhagán....

If both Irish / Ulster Scots and English versions occur, use the most common form with a 'see' reference (*x*) to the unauthorised alternative.

Mac an t-Saoir, Donnchadh Bán....
*x* Macintyre, Duncan Ban....

Ó Cléirigh, Micheál....
*x* O'Clery, Michael....

See the NCA rules 2.3.B-F for examples relating to forenames used as surnames, European names, names in non-European languages, names in direct order, names in non-Roman script, names in classical languages, medieval names and saints' names. See the NCA rules 2.7-2.8 for royal and papal names.

**FORENAMES**

NCA rules 2.4.1

**Simple forename**
A forename is the component of the name which a person is given in addition to his or her surname.

Mary

David

**Unused, variant and abbreviated forenames**
In the case of unused, variant and abbreviated forenames, the full forename should be used as the authorised form. Refer using 'see' references (*x*) to unauthorised forms of the name, where appropriate.

Whitaker, Thomas Kenneth....
*x* Whitaker, T K....

Yeats, William Butler....
*x* Yeats, W B....

Beckett, James Camlin....
*x* Beckett, J C....

Curran, Constantine Peter...
*x* Curran, Con....
*x* Curran, C P....

**Initials**

NCA rules 2.4.3

Where only initials are known and cannot be expanded, the initial letter should be used in the authorised form in place of a full forename. No full stops are required after initials. If no forename is known, a single dash may be substituted.

Johnson, C…

Oudinot, -…

If a woman is identified only by her husband's initials, use a dash in place of her forename and include the husband's name in the epithet.

Johnson, -, wife of C Johnson of Bray, County Wicklow

**Names in Religion**

NCA rules 2.4.4.2

The secular name is to be used as the authorised form, if this is the name by which the individual is known. Refer using a 'see' reference (*x*) to the unauthorised religious name, if this is known.[3]

MacCurtain, Margaret, Dominican Sister….
*x* MacCurtain, Benvenuta....

**DATES**

NCA rules 2.5A.2

The life span of the individual should be given in the format specified in the *Irish Guidelines for Archival Description (IGAD)*.[4] In addition to its recommendations for uncertain or derived dates relating to birth and death, floruit (fl abbreviation) can be used to indicate when a person was active. Where only one date is known, either the date of birth (b abbreviation) or death (d abbreviation) should be included. Circa (c abbreviation) indicates a possible span of five years before or after the date given. Cite dates in years only.

FitzGerald, Desmond, 1888-1947….

Castle, Richard, c 1690-1746, architect....

[3] Many women in religious life reverted to their secular baptismal names post Vatican II.
[4] This is available at http://www.learnaboutarchives.ie/learn/guidelines

Mundy, William, fl 1563, composer

Grey, Henry, d 1554

## MANDATORY WHERE APPLICABLE / OPTIONAL ELEMENTS

Some elements are classified as both mandatory where applicable and optional. Their use is mandatory when they are essential to uniquely identify the person. Otherwise, their use is optional.

## TITLES

NCA rules 2.5B

If people have titles, they should be used.

When titles are used, the last or highest title should be selected as the authorised form of the name. The unauthorised intermediate titles should be referenced, using a 'see' reference (*x*), if they are recorded in the archival material being indexed or if they were well-known.

The first letter of a peerage title should be a capital (Duke, Earl, Baron).

A territorial designation should be included if it forms an integral part of the title.

Conyngham, Frederick William Henry Francis, 1924-2009, 7th Marquess Conyngham
*x* Mount Charles, Earl of...
*x* Slane, Viscount....

A woman who holds a title in her own right should have that title appended as a qualifier in the authorised form of her name.

Godolphin, Henrietta, 1681-1733, née Churchill, 2nd Duchess of Marlborough

A woman who gains a title only by marriage should be described in the qualifier as wife of her husband's title.

Markievicz, Constance, 1868-1927, wife of Count Casimir

Stewart, Theresa Susey Helen Chetwynd, 1875-1919, née Talbot, wife of 5th Marquess Londonderry

## PRE-TITLES

NCA rules 2.5C

Pre-titles where they apply must be included between the surname and forename i.e. Lord, Lady, Sir, Dame and Hon. If the pre-title Sir applies, Baronet or Knight in full must be added as a qualifier, and Baronets must be numbered.

Guinness, Hon, Desmond....

O'Reilly, Sir, Anthony Joseph Francis, b 1936-, Knight,....

Osborne, Sir, Peter George, b 1943-, 17th Baronet of Ballentaylor and Ballylemon

## EPITHETS

NCA rules 2.5D.1-9

An epithet is a word or phrase describing a person's status, occupation, place of birth, residence or activity and/or relationships. They also include academic, clerical, military and naval titles and ranks. An epithet is the final element of an indexing term.

Epithets should be included when known, particularly in the case of ordinary people, where in a national context confusion of identity may result with common names.

Avoid including more than one epithet attached to a single name. They should unambiguously distinguish one person from another but should not be used to excess.

Robinson, Mary, b 1944-, President of Ireland

Robinson, Peter, b 1948-, First Minister of Northern Ireland Assembly

Kennedy, Hugh, 1879-1936, Chief Justice

Mac Neill, Eoin, 1867-1945, politician

McQuaid, John Charles, 1895-1973, Roman Catholic Archbishop of Dublin

Swift, Jonathan, 1667-1745, Dean of Saint Patrick's Cathedral, Dublin

Gerard of Wales, c 1146–c 1223, historian

If more than one epithet is required to distinguish an individual (multiple qualifiers), the recommended order is as follows:

- alternative status (née, afterwards etc.);
- office or position;
- career or occupation;
- place of birth, residence or activity;
- alternative name;
- relationship to another person;

Millin, Sarah Gertrude, 1889-1968, née Liesbon, South African writer

Pughe, William Owen-, 1759-1835, lexicographer, formerly William Owen

See the NCA rules 2.5D for examples relating to other epithets.

# FAMILY NAMES

A family name is the name shared by a group of related individuals.

Authorised forms of many family names can be found on the National Register of Archives database (NRA: http://www.nationalarchives.gov.uk/nra/default.asp ). The NRA term should be used if available.

## MANDATORY ELEMENTS

Mandatory elements for a family name index term are

- Surname
- The epithet 'family'

## SURNAMES

NCA rules 2.6

The rules for surname as laid out in relation to personal names are to be applied when creating family name index terms. Unauthorised forms can be added using a 'see' reference (*x*), if considered helpful.

Murphy, family….

Lewis, Day-, family
*x* Day-Lewis family

Valera, de, family
*x* de Valera, family

## MANDATORY WHERE APPLICABLE / OPTIONAL ELEMENTS:

## TITLE

NCA rules 2.6.4

The rules for title, as outlined in relation to personal names, are to be applied to family titles, the last or highest title being selected as a qualifier.

Morris, family, Barons of Killanin

If a family becomes ennobled during the period covered by the archival material being indexed, their title must be included as a component of the authorised name. If the archival material relates entirely to the period before their ennoblement, any title acquired subsequently should not form part of the authorised name. This rule may result in parallel entries for some families

which should be cited using a ‘see also’ reference (*xx*). It is useful to the user to also include dates of ennoblement.

Lever, family, Viscounts Leverhulme…
*xx* Lever, family, of Bolton, Lancashire

## OCCUPATION

NCA rules 2.6.4

If a family is associated with a particular trade or occupation over several generations, include this information in the epithet

Folens, family, publishers

## TERRITORIAL DESIGNATION

NCA rules 2.6.5

If a family owns a landed estate or is distinguished from other families bearing the same name by association with a particular place, include this information in the epithet.

MacDonnell, family, of County Antrim

If a territorial designation forms part of a title, use ‘of’ and the place name following the title.

Proby, family, Earls of Carysfort, County Dublin

## IRISH / ULSTER SCOTS FAMILY NAMES

Follow the rules for personal names.

If the name occurs only in Irish / Ulster Scots in primary and secondary sources, this form is to be used.

If both Irish / Ulster Scots and English versions occur, use the most common form using a ‘see’ reference (*x*) to the unauthorised alternative.

Examples
Ó Néill, family, of Ulster
*x* O’Neill, family, of Ulster

# CORPORATE NAMES

A corporate body can be defined as an organisation or group of persons that is identified by a particular name and that acts, or may act as an entity.

Authorised forms of many corporate names can be found on the National Register of Archives database (NRA: http://www.nationalarchives.gov.uk/nra/default.asp ). The NRA term should be used if available.

## MANDATORY ELEMENTS

Mandatory elements for corporate name

- The formal name of the body
- Dates of existence when known

### Formal Name of the Body

NCA rules 4.2

The choice of corporate name is that by which it is commonly identified.

It should be written in natural language order and not inverted so as to place a keyword at the start.

Do not begin a name with 'The' unless the sense of the body would be lost.

Easons and Sons Limited….

Irish Times Limited…

### Dates of existence

The authorised name should be qualified by the dates of the body's existence when these are known. The format of dates should be that given in the Irish *Guidelines for Archival Description*.[5] Cite dates in years only.

Harland & Wolff, shipbuilders, 1861-1989

[5] This is available at http://www.learnaboutarchives.ie/learn/guidelines.

**Variant Forms of Name**

NCA rules 4.3

Variant names are only those forms of name which are in use at the same time.

If variant forms of the name exist, use the legal or formal name as the authorised name unless there is an overriding reason not to do so.

If more than one name is used formally, select the one for the authorised name which seems to be predominant.

Refer using a 'see' reference (*x*) from the unauthorised forms of name to the authorised form of name.

Official Unionist Party…
*x* Ulster Unionist Party…
*x* Ulster Conservatives and Unionists - New Force (UCUNF)…

Mormons
*x* Church of Jesus Christ of the Latter Day Saints…

**Changes of Name**

NCA rules 4.2.3

When a corporate body changes its name, establish a new authorised form for the new name. Refer using a 'see also' reference (*xx*) to the previous authorised name. Do not include the names of predecessor or successor bodies as epithets.

National Archives, Ireland, 1988-
*xx* State Paper Office, 1702-1988

Sport Northern Ireland, 2008 -
*xx* Sports Council Northern Ireland, 1974-2008

Department of Tourism, Culture and Sport, Republic of Ireland, 2010-
*xx* Department of Arts, Sport and Tourism, Republic of Ireland, 2002-2010

Harland and Wolff Holdings plc, 1989-
*xx* Harland & Wolff, shipbuilders, 1861-1989

Saint James' Hospital, Dublin, 1971-
*xx* Saint Kevin's Hospital, Dublin, 1922-1970

If a corporate body has a major change of function or status but no change of name, the change may justify recognition as a new corporate body. The two bodies being distinguished by an appropriate qualifier.

Dennis Brothers Limited, bicycle manufacturer, 1895-1901

Dennis Brothers Limited, motor vehicle manufacturer, 1901-1972

See the NCA rules 4.10 for examples of criteria for recognition of a new corporate body.

**Initials and Acronyms**

NCA rules 4.3.5

If the body is legally or formally known by initials, use that form as the authorised name, with a 'see' reference (*x*) to the full form of the name.

HSBC Holdings plc …
*x* The Hongkong and Shanghai Banking Corporation Limited

**Use of forenames and their abbreviations**

NCA rules 4.3.6

If a corporate name is known by a surname preceded by a forename and/or initials, select that form of name without inverting the surname and forenames.

Robin Mandal Architects, County Dublin…

J P Corry, Belfast, builders' suppliers….

**MANDATORY WHERE APPLICABLE / OPTIONAL**

The following elements can be mandatory or optional depending on whether they are needed to uniquely identify the corporate body:

- Name of jurisdiction or territorial authority;
- Name of subordinate body;
- Additions and qualifiers;

## NAME OF JURISDICTION OR TERRITORIAL AUTHORITY

### NCA rules 4.3.2

If a corporate body is associated with a national or local jurisdiction and the name of that jurisdiction is not implicit in the body's title, or is required to distinguish that body from another with a similar name, include the name of the jurisdiction in the authorised name. In rare occasions where a state jurisdiction distinction is required, the jurisdiction component is the first part of the entry.

Select the jurisdiction at the level most appropriate to the corporate body. This may be a national level, or a lower level such as state, regional or local.

Northern Ireland, Department of Justice, 2010-

Republic of Ireland, Department of Justice, 1923-1997
*xx* Department of Justice, Equality and Law Reform, 1997-2010
*xx* Department of Justice and Law Reform, 2010-2011
*xx* Department of Justice and Equality, 2011-

Northern Ireland, Department of Culture, Arts and Leisure (DCAL), 1999-

## NAME OF SUBORDINATE BODIES

NCA rules 4.9

Enter a subordinate body directly under its own name, if it has an identity separate from its parent institution. Include a 'see' reference (x) to the parent institution.

Public Record Office of Northern Ireland
*x* Department of Culture, Arts & Leisure, Public Record Office of Northern Ireland

Bodleian Library
*x* University of Oxford, Bodleian Library

If the subordinate body does not have a separate identity, the name of the parent institution should always precede that of the subordinate body

Dublin City Council, Planning Department

University College Dublin, School of History and Archives

Archdiocese of Dublin, Diocesan Communications Office

United Dioceses of Dublin and Glendalough, Sandford parish

## ADDITIONS AND QUALIFIERS

If the name alone does not convey the idea of the corporate body, and something more is needed to indicate its nature and purpose or its status, additions and qualifiers should be added as epithets.

These can comprise

- Place
- Status/function/ activity

Savoy Cinema, Cork City….
Savoy Cinema, Dublin City….

Donnelly, Moore, Keefe & Robinson, architects….

## IRISH /ULSTER SCOTS CORPORATE NAMES

If both Irish/Ulster Scots and English version of a corporate name exist, use a 'see also' cross-reference (*xx*) to the alternative.

Ulster Scots Agency, 1998-
*xx* Tha Boord o Ulstèr Scotch

Department of Community, Rural and Gaeltacht Affairs
*xx* An Roinn Gnóthaí, Pobail, Tuaithe agus Gaeltachta

See the NCA rules 4.3-4.9 for examples of additional rules in relation to regiments and estates, foreign language names, names of kings and queens, ships, conferences, festivals, exhibitions, committees, names not conveying the idea of a corporate body (rock bands, etc).

# PLACE NAMES

A place name is a term which allows the accurate identification of a geographical entity and which distinguishes between places with the same name.

Refer to *Census of Ireland 1901: General Topographical Index* (HMSO, Dublin, 1904) or the Place Names Database of Ireland, www.logainm.ie for standardised spelling of place names in Northern Ireland and the Republic of Ireland. The Place Names Database of Ireland, www.logainm.ie, can be referred to for place names in Irish.[6]

## MANDATORY ELEMENTS

Mandatory elements for a place name index term are:

- place
- county

## PLACES WITHIN COUNTIES

NCA rules 3.6.2

To create an authority record for a place within a particular county the name of the county must always be included.

The word 'County' rather than 'Co.' should be used.

Rathdrum, County Wicklow

Ballinderry, County Derry
Ballinderry, County Meath
Ballinderry Upper, County Wicklow
Ballinderry Lower, County Wicklow

Depending on the nature of the place name, sufficient additional epithets must be included to create a uniquely identifiable record:

These epithets can comprise Street/Town/ City/Urban District/Barony/Civil Parish/Townland.

Coolreaghs, Derryloran Parish, County Tyrone
Coolreaghs, Lissan Parish, County Tyrone

Kilcolman, Clanmorris Barony, County Mayo
Kilcolman, Costello Barony, County Mayo

[6] Note that this is not a completely comprehensive database of place names as it is based on collections in the possession of the Ordnance Survey Ireland.

For county towns and cities include the word Town or City to distinguish from the County name:

Dublin City, County Dublin
Galway City, County Galway
Sligo Town, County Sligo

Belfast, County Antrim
Drogheda, County Louth
Omagh, County Tyrone

For streets include full street designation (Avenue, Road, Square, Street etc):

Donegall Square, Belfast, County Antrim
Main Street, Larne, County Antrim
Main Street, Charleville, County Cork
O'Connell Street, Dublin City, County Dublin

**Place names in Irish/Ulster Scots**

NCA rules 3.6

Index the place name in the language given in the document.

Cross-refer using reciprocal 'see also' references (*xx*) to the contemporary name in English.

An Daingean, Contae Chiarraí
*xx* Dingle, County Kerry

Dingle, County Kerry
*xx* An Daingean, Contae Chiarraí

Talbotstoun, Coonty Doun
*xx* Ballyhalbert, County Down

Ballyhalbert, County Down
*xx* Talbotstoun, Coonty Doun

**Changes in Place Names Over Time**

NCA rules 3.6.3A

Index the place name given in the document. Where names have changed and older names are no longer in use, cross-refer using reciprocal 'see also' references (*xx*) between it and the most recent form of the name.

King's County
*xx* County Offaly

County Laoghis
*xx* County Laois

Queenstown, County Cork
*xx* Cobh, County Cork

Newtownbarry, County Wexford
*xx* Bunclody, County Wexford

Great Britain Street, Dublin City, County Dublin
*xx* Parnell Street, Dublin City, County Dublin

Although not included in the NCA rules, an optional element to indexing place names which are no longer in current use, is the inclusion of the date of the document in which the contemporary name is recorded. This addition not only may be useful to the user, but could also assist in recording the history of the place name.

Drogheda Street, Dublin City, 1690
*xx* O'Connell Street, Dublin City
*xx* Sackville Street, Dublin City

**Variant Place names**

NCA rules 3.6.3B

Where two or more place names are used concurrently cross-refer using reciprocal 'see also' cross-references (*xx*).

Londonderry City
*xx* Derry City

County Derry
*xx* County Londonderry

Pearse Station, Dublin City
*xx* Westland Row Railway Station, Dublin City

Westland Row Railway Station, Dublin City
*xx* Pearse Station, Dublin City

**International place names**

NCA rules 3.7

When indexing a place name outside the Republic of Ireland or Northern Ireland, the country should be included in the indexing term.

Southampton, Hampshire, England

Holyhead, Anglesea, Wales

Camberwell, London County, England

Paris, France

See NCA rules 3.3 –3.5 and 3.7 for examples of English, Welsh, Scottish and other international place names and variant forms of name used concurrently.

**BUILDINGS**

It is only necessary to index buildings where the substantial portion of a fonds or series relates to a particular building.

Tynan Abbey, County Armagh

City Hall, Donegall Square, Belfast, County Antrim

Not all buildings have names. In cases where there is no name, provide a building type, if necessary or relevant.

Dwelling house, Knockacraig, County Limerick
Mill, Ballyportey North, County Antrim

For churches, chapels etc provide denominational designation:

Saint Patrick's Cathedral (Church of Ireland), Vicars Hill, Armagh City, County Armagh
Saint Patrick's Cathedral (Roman Catholic), Cathedral Row, Armagh City, County Armagh

To distinguish two buildings of the same name which have occupied the same site include a date/period of construction, if known, or circa, if not:

Irish Film Institute, 6 Eustace Street, Dublin City, County Dublin, 1991-
Friends Meeting House, 6 Eustace Street, Dublin City, County Dublin (-1991).

For archaeological features refer to the relevant Archaeological Survey of Ireland County Archaeological Inventory and the Archaeological Survey of Northern Ireland.[7]

[7] See the Archaeological Survey of Ireland at http://www.archaeology.ie/ArchaeologicalSurveyofIreland/ and the Northern Ireland Sites and Monuments Record Database at http://www.doeni.gov.uk/niea/built-home/recording/sites___monuments.htm (last accessed 5 March 2013).

## LARGER GEOGRAPHICAL DIVISIONS

NCA rules 3.2.2C

For counties and larger geographical or administrative areas, and for geographical or man-made features which cross county boundaries, give only the appropriate name.

River Shannon
Lough Neagh
Royal Canal, Ireland
M8 Motorway, Ireland

## OPTIONAL ELEMENTS

### Grid references

NCA rules 3.1.3

Where they exist, grid references can be a useful element of identification of a geographical place. Refer to www.logainm.ie.

Rathdrum, County Wicklow, T 18916 88816 T 19 88

# SUBJECTS

Three areas are covered in relation to subject indexing: general subject terms; indexing significant events; and specialised subject indexing.

## General Subject Categories

The necessity for general subject indexing is the topic of current debate in the light of technological advances, e.g. free text searching. The extent to which subject indexing is required or desired will vary from service to service.

Where subject indexing is undertaken, subject terms should be at a broad conceptual level reflecting the major topics with which the fonds is concerned. For detailed indexing of concepts and things authorised forms can be found on UKAT, a subject thesaurus which was created for the archive sector in the United Kingdom. [8] Alternatively, the Library of Congress Subject Headings (LCSH) can be used.[9] It was devised for library use but is used by many archives.

## Indexing significant events

For the indexing of significant events, authorised forms can be found on UKAT. For events which are not included in this thesaurus, Library of Congress Subject Headings (LCSH) can be used.

## Specialised vocabularies

Specialised vocabularies may be necessary for particular archives. Examples of these vocabularies include:

Getty Art & Architecture Thesaurus
http://www.getty.edu/research/tools/vocabularies/index.html

Getty Thesaurus of Geographical Names
http://www.getty.edu/research/tools/vocabularies/index.html

Library of Congress Name authorities and vocabularies
http://id.loc.gov

Medical Subject Headings
http://www.ncbi.nlm.nih.gov/mesh

Thesaurus for Graphic Materials II: Genre and Physical Characteristic
http://www.loc.gov/rr/print/tgm2/

[8] http://www.ukat.org.uk/
[9] http://id.loc.gov/authorities/subjects

# APPENDIX I: Full list of examples in alphabetical order

## Personal and Family Names

Beckett, James Camlin, 1912-1996, historian

Burgh, Chris, de, b 1948-, singer/songwriter

Castle, Richard, c 1690-1746, architect

Conyngham, Frederick William Henry Francis, 1924-2009, 7th Marquis Conyngham

Curran, Constantine Peter, 1880-1972, lawyer, historian

D'Arcy, Gordon, b 1980-, rugby player

Fanu, Joseph Thomas Sheridan, 1814-1873, writer

FitzGerald, Desmond, 1888-1947, politician and government minister

Folens, family, publishers

Gerard of Wales, c 1146–c 1223, historian

Godolphin, Henrietta, 1681-1733, née Churchill, 2nd Duchess of Marlborough

Gonne, Maud, 1866-1953, afterwards MacBride, Irish patriot and philanthropist

Grey, Henry, d 1554, 1st Duke of Suffolk

Guinness, Hon, Desmond, b 1931-, architectural historian and conservationist

Higgins, Alex, 1949-2010, professional snooker player

Kennedy, Hugh, 1879-1936, Attorney General of Irish Free State

L'Estrange, Sir, Roger, 1616-1704, pamphleteer and author

Lever, family, Viscounts Leverhulme

Lewis, Daniel, Day, b 1957-, actor

Mac an t-Saoir, Donnchadh Bán, 1724-1812, Scottish Gaelic poet

Mac Culleanáin, Cormac, fl 1576, rebel

MacCurtain, Benvenuta, b 1930-, Dominican Sister

MacDonnell, family, of County Antrim

Mac Liammóir, Micheál, 1899-1978, actor and writer

Mac Neill, Eoin, 1867-1945, politician

McAleese, Mary, b 1951-, President of Ireland

McAliskey, Bernadette Josephine, b 1947-, MP, politician

McQuaid, John Charles, 1895-1973, Roman Catholic Archbishop of Dublin

Markievicz, Constance, 1868-1927, wife of Count Casimir, politician and artist

Mayne, Robert Blair, 1915-1955, soldier, founding member of Special Air Service

Millin, Sarah Gertrude, 1889-1968, née Liesbon, South African writer

Morris, family, Barons of Killanin

Mundy, William, fl 1563, composer

O'Brien, Conor Cruise, 1917-2008, historian, politician, diplomat and journalist

Ó Cléirigh, Micheál, 1575-1643, Franciscan brother and historian

Ó Néill, family, of Ulster

Ó Rathaille, Aodhagán, c 1670-1729, Gaelic poet

O'Rahilly, Michael Joseph, 1875-1916, Irish republican

O'Reilly, Sir, Anthony Joseph Francis, b 1936-, knight, businessman

O'Shea, Katherine, 1846-1921, wife of Charles Stewart Parnell

Osborne, Sir, Peter George, b 1943-, 17th Baronet of Ballentaylor and Ballylemon

Oudinot, -, fl 1800-1899, Duchess of Reggio

Parnell, Anna, 1852-1911, Irish nationalist and sister of Charles Stewart Parnell

Proby, family, Earls of Carysfort, County Dublin

Pughe, William Owen-, 1759-1835, antiquary and lexicographer, formerly William Owen

Robinson, Mary, b 1944-, President of Ireland

Robinson, Peter, b 1948-, First Minister of Northern Ireland Assembly

Skeffington, Hannah, Sheehy, 1877-1946, Irish nationalist and suffragette

Stewart, Theresa Susey Helen Chetwynd, 1875-1919, née Talbot, wife of 5th Marquess Londonderry

Swift, Jonathan, 1667-1745, Dean of Saint Patrick's Cathedral, Dublin, satirist

Valera, Eamon, de, 1882-1975, statesman

Whitaker, Thomas Kenneth, b 1916-, economist and civil servant

Williams, Ralph, Vaughan, 1872-1958, composer

Yeats, William Butler, 1865-1939, poet and playwright

## Corporate Names

Archdiocese of Dublin, Diocesan Communications Office

Bodleian Library, 1602-

Church of Jesus Christ and the Latter Day Saints, 1830-

Dennis Brothers Limited, bicycle manufacturer, 1895-1901

Dennis Brothers Limited, motor vehicle manufacturer, 1901-1972

Department of Arts, Sport and Tourism, Republic of Ireland, 2002-2010

Donnelly, Moore, Keefe & Robinson, architects, 1919-1925

Dublin City Council, Planning Department

Easons and Sons Limited, 1886-

Harland and Wolff Holdings plc, 1989-

Harland & Wolff, shipbuilders, 1861-1989

HSBC Holdings plc, 1865-

Ireland, State Paper Office, 1702-1988

Irish Times Limited, 1859-

J P Corry, Belfast, building suppliers, 1814-

National Archives, Ireland, 1988-

Northern Ireland, Department of Justice, 2010-

Northern Ireland, Department of Culture, Arts and Leisure (DCAL), 1999-

Official Unionist Party

Public Record Office of Northern Ireland, 1923-

Republic of Ireland, Department of Community, Rural and Gaeltacht Affairs, 2002-2011

Republic of Ireland, Department of Justice, 1924-1997

Republic of Ireland, Department of Justice and Law Reform, 1997-

Republic of Ireland, Department of Tourism, Culture and Sport, 2010-

Robin Mandal Architects, County Dublin, 1979-

Saint James' Hospital, Dublin, 1971-

Saint Kevin's Hospital, Dublin, 1922-1970

Savoy Cinema, Cork City, 1932-1975

Savoy Cinema, Dublin City, 1929-

Sport Northern Ireland, 2008 -

Sports Council Northern Ireland, 1974-2008

Ulster Scots Agency, 1998-

United Dioceses of Dublin and Glendalough, Sandford parish

University College Dublin, School of History and Archives, 2005-

## Place names

An Daingean, Contae Chiarraí

Ballinderry, County Derry

Ballinderry, County Meath

Ballinderry Upper, County Wicklow

Ballinderry Lower, County Wicklow

Ballyhalbert, County Down

Belfast, County Antrim

Bunclody, County Wexford

Camberwell, London County, England

City Hall, Donegall Square, Belfast, County Antrim

Cobh, County Cork

Coolreaghs, Derryloran Parish, County Tyrone

Coolreaghs, Lissan Parish, County Tyrone

County Derry

County Laoghis

County Laois

County Londonderry

County Offaly

Derry City

Dingle, County Kerry

Donegall Square, Belfast, County Antrim

Drogheda, County Louth

Dublin City, County Dublin

Dwelling house, Knockacraig, County Limerick

Friends Meeting House, 6 Eustace Street, Dublin City, County Dublin (xxxx).

Galway City, County Galway

Great Britain Street, Dublin City, County Dublin

Holyhead, Anglesea, Wales

Irish Film Institute, 6 Eustace Street, Dublin City, County Dublin (1991-)

Kilcolman, Clanmorris Barony, County Mayo

Kilcolman, Costello Barony, County Mayo

King's County

Londonderry City

Lough Neagh

Main Street, Larne, County Antrim

Main Street, Charleville, County Cork

M1 Motorway

Mill, Ballyportey North, County Antrim

Newtownbarry, County Wexford

O'Connell Street, Dublin City, County Dublin

Omagh, County Tyrone

Paris, France

Parnell Street, Dublin City ,County Dublin

Pearse Station, Dublin City

Queenstown, County Cork

Rathdrum, County Wicklow

Royal Canal

River Shannon

Saint Patrick’s Cathedral (Church of Ireland), Vicars Hill, Armagh City, County Armagh

Saint Patrick's Cathedral (Roman Catholic), Cathedral Row, Armagh City, County Armagh

Sligo Town, County Sligo

Southampton, Hampshire, England

Talbotstoun, Coonty Doun

Tynan Abbey, County Armagh

Westland Row Railway Station, Dublin City