



IRISH MANUSCRIPTS COMMISSION



ANNUAL REPORT 2013

IRISH MANUSCRIPTS COMMISSION

45 Merrion Square

Dublin 2

Ireland

www.irishmanuscripts.ie

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Chairman's Report

Introduction

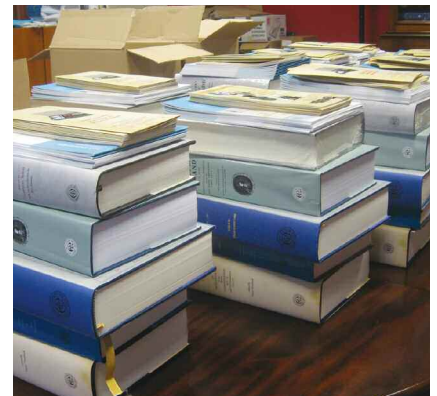
The Irish Manuscripts Commission (IMC), which was established in 1928 by W. T. Cosgrave, President of the Executive Council, was incorporated as a company limited by guarantee on 24 January 2006.

The Commission's primary remit is the dissemination, preservation and promotion of the primary sources — in public and private ownership — for the history and cultural heritage of Ireland. In its *Strategic Development Plan, 2012–2016*, the Commission reaffirms its wish to provide advice to Government that will inform policy relating to the care, preservation and dissemination, in Ireland and worldwide, of primary source materials essential to the understanding of Ireland's past and to the writing of its history.

During 2013 the Commission engaged fully with the Department of Arts, Heritage and the Gaeltacht (D/AHG) as it moved to put new governance structures in place for the Irish Manuscripts Commission and the National Library of Ireland. The Commission remained firmly committed to seeking to have its core tasks, as publisher of primary documents and manuscripts and as advisor on the preservation of Ireland's documentary inheritance, embedded in the new governance structures. It is the Commission's hope that its work and identity will be safeguarded in the new governance arrangements that are being prepared. In this respect the Commission notes the stated intention of Government that the Commission will retain its separate identity (Department of Public Expenditure and Reform, *Public service reform 17th November 2011*, Appendix II: Rationalisation of State Agencies, p. 7).

As part of its general remit the Irish Manuscripts Commission seeks to promote access to source materials for the history, culture and heritage of Ireland. In support of both IMC's strategic objectives relating to access (as outlined in its *Strategic Development Plan 2012–2016*) and the 2013 government initiative, The Gathering, in January 2013 IMC donated copies of five publications to the regional archive services of Clare County Archives, Cork City and County Archives, Derry City Archive Service, Archives Service Donegal County Council, Dublin City Archives, Fingal Archives, Galway County Archives Service, Kerry County Archives and Library, Limerick City Archives, Longford County Archive Service, Louth County Archives Service, South Tipperary County Archives, Waterford City Archives, Waterford County Archive, Wexford County Archive Service, Wicklow County Archives. The following titles were donated: *The Convert Rolls—the calendar of the Convert Rolls, 1703–1838*, 2nd edition, edited by Eileen O'Byrne and Anne Chamney with Fr Wallace Clare's annotated list of converts 1703–78; *The census of Elphin, 1749*, edited by Marie-Louise Legg; *A Census of Ireland circa 1659 with essential materials from the Poll Money Ordinances, 1660–1661*, edited by Séamus Pender with a new introduction by William J. Smyth; *Court of Claims: Submissions and Evidence, 1663*, edited by Geraldine Tallon; and *The Irish Commission of 1622. An investigation of the Irish Administration, 1615–22, and its consequences, 1623–24*, edited by Victor Treadwell. These editions contain invaluable information for local studies services and also local historians, in particular family history researchers. It is hoped that these publications will be useful in underpinning genealogy services at regional archives in the years to come.

On Wednesday 13 March, Dr Thomas Mohr of UCD School of Law gave the 28th Hugh M. Fitzpatrick Lecture in Legal Bibliography, which was held in association with the Irish Manuscripts Commission. The lecture, entitled 'The oath in the constitution of the Irish Free State', took as its point of departure two documents in private hands, one written by W. T. Cosgrave in September 1922,



the other by P. J. Little in 1927. The lecture, which was well received, was followed by questions from the audience. Caitriona Crowe, MRIA, Head of Special Projects at the National Archives of Ireland, chaired the proceedings.

Throughout 2013, at the request of D/AHG, IMC has continued to act as a national aggregator of content for the Europeana cultural heritage portal (www.europeana.eu) and to attend Europeana Network meetings. This is described further in the Services section below (*National aggregator service – Europeana*, p. 7).



IMC is represented on the Steering Group of the Irish Archives Resource (www.iar.ie), a web service that enables archives throughout Ireland to upload their ISAD(G)-compliant collection descriptions to a web portal. The IAR portal enables the searching of Irish archival collections across several different repositories similar to the A2A service in the UK. During 2013, IAR engaged with social media (#iar_ie on Twitter) and also investigated the feasibility of becoming an APEX member. APEX — the Archives Portal Europe network of excellence — is the framework for European archives to collaborate for wider and enhanced accessibility of their content on the web through the already established Archives Portal Europe (www.archivesportaleurope.net). IAR has secured short-term financial support from D/AHG and has engaged an archivist on a temporary contract to liaise with archive services with a view to getting more content into the portal. A redesign of the IAR portal interface is underway in response to user feedback.



The Commission's participation since 2008 in Culture Night has served the valuable purpose of enabling members of the public to come face to face with IMC's work, members, and publications. On 20 September 2013 visitors to 45 Merrion Square were provided with the opportunity to hear a short illustrated talk on the work of the Commission, to view an exhibition of publications, and to consult with those IMC members (James Kelly, Michael Kennedy, Máire Mac Conghail, Deirdre McMahon, Mary O'Dowd and Dáibhí Ó Cróinín) who were on hand to address questions about IMC editions of primary sources and to advise on diverse aspects of record preservation and retention. Visitors were notably engaged with the mission of both the IMC and the Irish Architectural Archive, with which IMC shares accommodation at 45 Merrion Square. The new medieval publications section of the IMC display proved very popular and Professor Dáibhí Ó Cróinín (NUI Galway), pictured right, was on hand to explain the significance of the Patrician documents in the facsimile of the Book of Armagh and the antiquity as well as the importance of the Book of Uí Máine. The expanded genealogy section also created a lot of interest and IMC members Máire Mac Conghail, Deirdre McMahon (UL) and Professor Mary O'Dowd (QUB) were on hand to answer queries regarding preserving ones family records. Short lectures on the work of the Irish Manuscripts Commission by Dr Michael Kennedy (RIA) and Professor James Kelly (DCU) were enjoyed by many of the visitors as they completed their tour of the South Georgian Quarter.



Culture Night provided an opportunity both to promote the IMC advice leaflet on the preservation of records, aimed at private individuals with an interest in preserving their family records, and to raise awareness of IMC Digital Editions (described further in the Services section below – *Digital Editions*, p. 7).

Board, committees and subcommittees

Membership of IMC is drawn from the academic community and cultural institutions throughout Ireland. Appointment is usually for a five-year term; under its Articles of Association the full complement of member directors is 21. At the beginning of 2013 there were 19 member directors of the Irish Manuscripts Commission. At the end of February Ms Frances McGee, Acting Director of the National Archives of Ireland, was appointed to the Commission. In August Mrs Aileen McClintock, Director and Deputy Keeper of the Records, Public Record Office of Northern Ireland (PRONI) retired from her position at PRONI, and consequently IMC. I would like to thank warmly Mrs McClintock for her support of the Commission throughout her appointment and for her important contributions to the work of the Preservation and Access Awareness Committee. At the end of 2013 there were 19 members of the Irish Manuscripts Commission.

On 31 December 2013, the board of the Irish Manuscripts Commission consisted of the following 19 members: James McGuire (Chairman); Nicholas Canny, NUI Galway; David Dickson, Trinity College Dublin; David Edwards, University College Cork; Chris Flynn, Department of Arts, Heritage and the Gaeltacht; Greta Jones, University of Ulster; James Kelly, St Patrick's College, Drumcondra, and Dublin City University; Michael Kennedy, Documents on Irish Foreign Policy, Royal Irish Academy; Máire Mac Conghail; John McCafferty, Mícheál Ó Cléirigh Institute, University College Dublin; Frances McGee, Acting Director, National Archives of Ireland; Deirdre McMahon, Mary Immaculate College, Limerick and University of Limerick; Donal Moore, Waterford City Archivist; Thomas O'Connor, NUI Maynooth; Dáibhí Ó Crónín, NUI Galway; Ruán O'Donnell, University of Limerick; Mary O'Dowd, Queen's University of Belfast; Jane Ohlmeyer, Trinity College Dublin; and Fiona Ross, Director, National Library of Ireland.

The following are honorary members of the Commission: Francis J. Byrne, Louis Cullen, Geoffrey Hand and Brian Trainor.

The Commission held six ordinary meetings in 2013 and the Annual General Meeting.

Under the National Archives Act, 1986, not less than two members of IMC sit on the National Archives Advisory Council (NAAC). In 2013 the IMC members of the NAAC were Máire Mac Conghail, Deirdre McMahon and Jane Ohlmeyer.

Editorial and Publications Committee

The function of this standing committee is to review publication proposals according to set criteria and to make recommendations as appropriate to the full Commission, as well as to monitor current publishing projects. Members of the Editorial and Publications Committee in 2013 were: James McGuire (Chairman), Nicholas Canny, David Edwards, James Kelly, Michael Kennedy, Máire Mac Conghail, Dáibhí Ó Crónín, Mary O'Dowd and Jane Ohlmeyer. The Committee met five times in 2013 to approve proposals and monitor the progress of current publishing projects, of which there were 37 on 31 December 2013.

Preservation and Access Awareness Committee

The strategic development plan for 2012–2016 provided for the appointment of a Preservation and Access Awareness Committee (PAAC). Its remit includes liaising with like-minded statutory and voluntary bodies (including NAI; city and county archivists; Archives and Records Association, Ireland; and Local Authority Archivists' Group) and, where possible, devising joint awareness campaigns and the

development of a national policy. Chaired by Máire Mac Conghail, the PAAC met three times in 2013 (January, April and October) and reported to the Commission thereafter. Mrs Aileen McClintock retired from IMC and the PAAC and Ms Fiona Ross stepped down from the PAAC during the course of 2013. As of December 2013 the members of PAAC were: Máire Mac Conghail (Chair), Nicholas Canny, Michael Kennedy, John McCafferty, Deirdre McMahon, Donal Moore, Dáibhí Ó Croinín and Mary O'Dowd.

Having previously developed the FAQs section of the IMC website and the information leaflets about record preservation distributed on Culture Night, in 2013 the PAAC initiated a survey of archive service policies towards the preservation of school roll books. The responses received by the end of 2013 indicate a variety of approaches to the issues presented by preserving roll books and further work will be carried out in this area in 2014.

The members of the PAAC are to be commended for their invaluable work promoting IMC's remit in raising awareness about the importance of preserving primary sources for posterity.

Staff

The Commission has one permanent employee, Dr Cathy Hayes, Administrator, who was appointed in July 2006. In 2013 Ms Judith Francis and Ms Eva Kelly provided administrative assistance on a contract for service basis.

Services

The IMC office continued to receive phone calls and e-mail enquiries from all over the world. These were managed under the terms of our Customer Charter. The IMC website delivers a number of services for users: online sale of IMC publications; searchable digitised copies of out of print IMC works; information on and a contact point for IMC's role as a national aggregator for the Europeana portal; online submission of publishing proposals; and downloadable PDFs for the latest IMC book catalogue, annual reports, strategic development plans and policy documents. IMC will review its website design in 2014 to optimise and develop delivery of these services.

IMC increased its activity on social media during 2013. IMC's following on Twitter expanded greatly and its activity on Facebook also grew during the year. IMC continued to build bridges to new communities of users through such social media and to respond to the demand for new ways of promoting awareness of both IMC publications and the wider work of the Commission in relation to preservation of records.

The 2013–2014 publications catalogue and information leaflets about IMC and the preservation of records were distributed at several conferences and events on behalf of IMC; I extend my thanks to Máire Mac Conghail and David Edwards in this regard. The catalogue raises awareness not only of IMC publications available for sale, but also of forthcoming publications, IMC's Digital Editions and planned editions for the decade of commemorations.

IMC continued to advertise in *History Ireland*, as well as through the Ulster Historical Foundation's *Family Directory* and genealogy road trips to the USA. We believe these sources are of continued importance in promoting new IMC publications among genealogists and people interested in Irish history. One-off adverts were placed in *Irish Arts Review* and *Books Ireland* with a view to reaching new audiences for IMC publications.



National aggregator service — Europeana

The IMC National Aggregator service for cultural institutions has been in place since the beginning of 2010. The content provided by Irish cultural institutions to Europeana grew in 2013 with content from the Irish Film Institute (video), the Irish Traditional Music Archive (sound, image, text), a set of unique videos showing printers discussing the operation of printing presses from the National Print Museum and a substantial and rich set of content from the National Inventory of Architectural Heritage. All in all *c.* 40,000 new digital objects were added to the European Cultural Heritage portal by the end of the year.

Technical support for the national aggregator service during 2013 was provided by the Royal Irish Academy's Digital Humanities Observatory (DHO) project and the Irish Centre for High End Computing (ICHEC).

As I have stated previously, it is important to continue to raise awareness of this significant European platform among the Irish cultural heritage community as part of the wider conversation about how cultural content can be used in the Digital Age. There is much to be gained from raising the profile of Irish cultural heritage in the context of a multilingual search environment such as Europeana, and also from keeping up with current discussions about the reuse of digital cultural data.

The IMC Administrator Dr Cathy Hayes attended the Europeana Network AGM in Rotterdam (December 2013).

IMC looks forward to continuing to support the Department in advancing awareness of and participation in Europeana in Ireland.



IMC 'Digital Editions'

IMC continued to improve its Digital Editions service in 2013. Plans were advanced to add over 70 titles, mostly single-volume editions, to the 43 titles currently available to read and search online. Work on the implementation of a new interface and a resizing of digitised files has commenced. This will optimise the performance of the new search and read interface, based on the Internet Archive 'read-online' service, which many of you may be familiar with. A service that will allow searching across all digitized IMC editions will also be implemented.

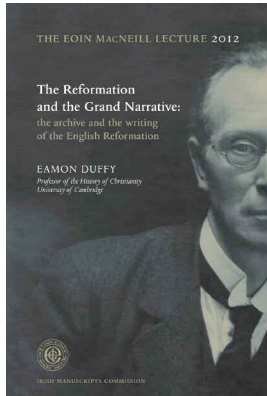
IMC regards the digitising of its backlist as an intrinsic part of its public service remit to improve access to and awareness of the primary manuscript sources it has preserved in print. Within the means and resources available to it, IMC makes every effort to source and credit the rights owners of all material used on the Digital Editions section of its web site. IMC invites rights owner who believe they have not been properly identified on the IMC website, or who believe their copyright has not been fully respected, to contact IMC by e-mail at support@irishmanuscripts.ie or by telephone at + 353 1 676 1610.

While IMC editions currently available in print are not usually included in the Digital Editions section of the website a searchable database to accompany Liam Kennedy and Clare Murphy's 2012 edition of *The account books of the Franciscan House, Broad Lane, Cork, 1764–1921* went live in June 2013. The data prepared for publication by Liam Kennedy and Clare Murphy is available to search free of charge on the IMC website with an access point from the page dedicated to the print edition. The database enables users to search the *c.* 40,000 expenditure records of this important Cork convent for a 160-year period stretching from the American Revolution to the First World War. Other data sources with a similar structure (i.e. tabular data) might benefit from this type of simultaneous online publication.



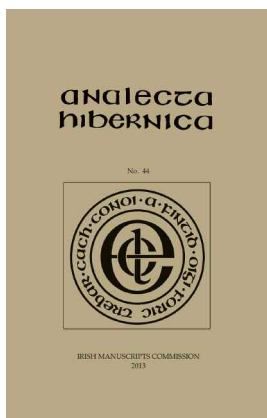
Publications

In the course of 2013 four new editions of primary sources were published together with the text of the Eoin MacNeill Lecture of 2012, a paperback reprint of the IMC edition of *The great parchment book of Waterford* first published in 2007 and issue no. 44 of *Analecta Hibernica*.



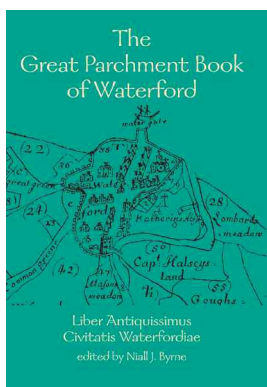
The 2012 MacNeill Lecture

The inaugural Eoin MacNeill Lecture given by Eamon Duffy, Professor of the History of Christianity at Cambridge University and Fellow of Magdalene College, on 8 October 2012 was published in pamphlet form in June 2013: *The Eoin MacNeill Lecture 2012: The Reformation and the Grand Narrative*. The biennial Eoin MacNeill Lecture is intended to provide an opportunity for an Irish audience to hear distinguished scholars from outside Ireland talk about the place of archives and primary sources more generally in their work. The lecture series is named for Eoin MacNeill who was Professor of Early (including Medieval) Irish History at University College Dublin (1909–41) and Minister for Education (1923–5). He was Chairman of the Irish Manuscripts Commission from its establishment in 1928 to his death in 1945.



Analecta Hibernica, no. 44

The latest issue of the IMC serial publication includes a report to the Minister for Arts, Heritage and the Gaeltacht for 2012 and the following papers: Dublin's first heretic? Archbishop-elect Richard de Haverings's letter to Thomas de Chaddesworth concerning Philip de Braybrook, 4 September 1310 (Maevé B. Callan); A late seventeenth-century, partial English translation of the preface to Geoffrey Keating's *Foras Feasa Ar Éirinn* (Marc Caball and Benjamin Hazard); An account of the battle of Aughrim from the 'Poema de Hibernia' (Pádraig Lenihan and Mark Stansbury); Lays from Killiskey: 1847 'blackface' songs about famine relief in north County Wicklow (Magda Loeber and Rolf Loeber); Kevin O'Higgins's proposal for a dual monarchy, 1926 (Deirdre McMahon); Róisín Walsh's report of a visit to American libraries, universities and other institutions, 1939 (Kate O'Malley).

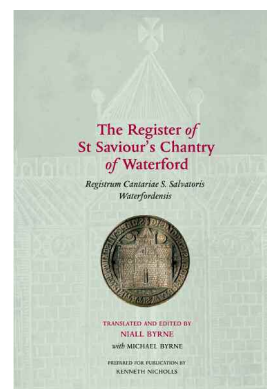


The great parchment book of Waterford (reprint)

The first edition of *The great parchment book of Waterford* was published in hardback in 2007 and has been out of print since 2008. This reprint is a paperback edition and since its publication it has sold as well as the first edition. The manuscript, preserved in the collections of Waterford Treasures Museum, is an exceptional record of an Irish municipality. Compiled mostly between the mid-fifteenth and mid-seventeenth centuries, it also includes copies of records relating to the city of Waterford dating back to the early thirteenth century. It provides, therefore, a detailed account of the history of Waterford from the medieval period through to the turbulent years of the 1640s. Written originally in Norman French, Latin and English, Niall Byrne's edition incorporates English translations of all the texts and thus makes this valuable manuscript accessible to a wide readership. Of particular interest are the illustrated folios, the most significant of which are reproduced in this reprinted edition in full colour. They reveal the disquiet within the municipal community at the religious and political changes of the late sixteenth and seventeenth centuries.

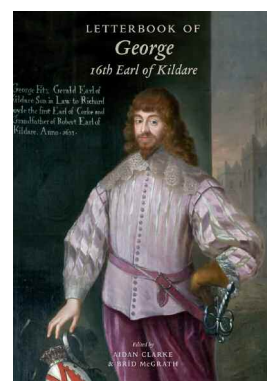
Register of St Saviour's Chantry of Waterford

This is a posthumous publication of Niall J. Byrne's translation of *The register of St Saviour's Chantry of Waterford*. This is the only surviving register of an Irish medieval chantry and it provides details of the running of a pre-Reformation Irish cathedral church. The records relate mostly to the period from 1468 to 1482 though earlier and later records are included. Many of the records detail suffrages, but also included are three wills of the probable author of the register, Dean John Collyn, along with inquisitions about Collyn's origins and statutes of the 1172 Synod of Cashel. Following Niall Byrne's death in early 2012, this edition was prepared for publication by his son Michael Byrne. The translation was revised by Kenneth Nicholls.



Letterbook of George, 16th earl of Kildare

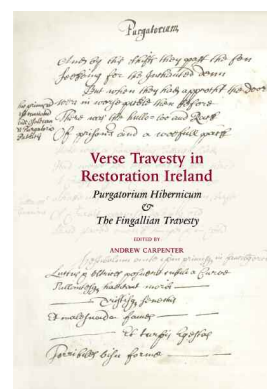
Edited by Aidan Clarke and Bríd McGrath the letterbook consists for the most part of copies of the incoming correspondence of George Fitzgerald (1612–1656/7), 16th earl of Kildare, from 1628, when he was sixteen years of age, to 1634 with a few later items. The letters deal principally with matters arising from the acquisition of George's wardship by Richard Boyle, 1st earl of Cork in 1629 and the attainment of his majority in 1633, but the ever-present theme is the condition of the Kildare estates. The original manuscript is in the collections at PRONI.



Verse travesty in Restoration Ireland:

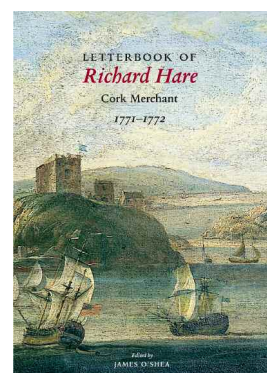
the Purgatorium Hibernicum and the Fingallian Travesty

Edited by Andrew Carpenter, *Verse travesty in Restoration Ireland* presents two previously unexplored literary texts from Restoration Ireland. Though both the *Purgatorium Hibernicum* (c. 1670) and the Fingallian Travesty (1686) are the same verse travesty of Book VI of the Aeneid, they differ widely from each other. For this edition the text of the 'Purgatorium' — the longest and most interesting of the texts — is presented as it appears in the manuscript, with Virgil's noble lines copied out below each passage of bawdy, exaggerated 'stage-Irish' verse, and intermittent side notes providing explications of the verse in Latin, English and Irish. The Hiberno-English text itself contains otherwise unrecorded linguistic coinages as well as syntactical and grammatical features borrowed from Irish. The second text, the 'Fingallian Travesty', though derived from the same source as the 'Purgatorium', was designed for a readership in England and clarifies many of the obscurities in the 'Purgatorium'. Reference is also made to a third version of this text, the 1689 London printing of *The Irish Hudibras*.



The letterbook of Richard Hare, Cork merchant, 1771–1772

Relatively little primary source material on mercantile activities in Cork survives for the eighteenth century and the Hare letterbook is by far the most comprehensive extant work for a Cork export business. Edited by James O'Shea, the letterbook is based on the original manuscript held in Cork City and County Archives and is published for the first time. Containing 843 letters covering the period 1771 to 1772 (with occasional gaps) the letterbook records Richard Hare's exchanges with some 265 correspondents, mostly in England (London, Bristol and Liverpool), but also in Ireland, the West Indies and Europe. This correspondence provides an important primary source for local history, genealogy, biography, landed estates, social and economic history, and for students of business administration.

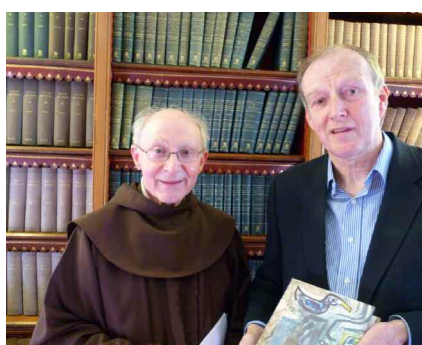


Planning for 2014

In 2013 the Commission proofed three significant multi-volume titles for publication in 2014. These are the five-volume *Proclamations of Ireland, 1660–1820*, edited by James Kelly with Mary Ann Lyons; the first three volumes of the *1641 Depositions* series, edited by Aidan Clarke; and the long-awaited three-volume work of the *Correspondence of James Ussher, 1600–1656*, edited by Elizabethanne Boran, which will be the definitive scholarly edition of Ussher's correspondence.

Launches

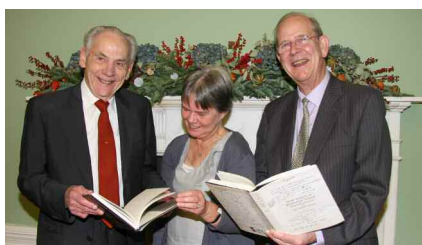
Four book launches were held in 2013, two in Cork, one in Waterford and one joint launch of two editions at 45 Merrion Square. I would like to record the Commission's gratitude to the Irish Architectural Archive for facilitating launches and other events held by IMC in the first floor rooms at 45 Merrion Square.



On Thursday 2 May Dr Andy Bielenberg (UCC) launched Professor Liam Kennedy and Dr Clare Murphy's edition of *The account books of the Franciscan house, Broad Lane, Cork, 1764–1921* in the Common Room of University College Cork. Dr Bielenberg described the wealth and diversity of information to be extracted from these primary records: a part-time bell ringer was better paid than most full-time workers; the diversity and quality of the food consumed in the late eighteenth century contrasted strongly with what was consumed in the early nineteenth century; and the friars had an excellent library of books with over 2,700 items in their collection by the 1820s. Responding to Dr Bielenberg, the distinguished Franciscan scholar Dr Joseph MacMahon provided context for some of Dr Bielenberg's observations, noting that the friars adopted a more ascetic existence in the 19th century. Professor Liam Kennedy expressed the appreciation of the editors to the UCD-OFM Partnership for granting permission to publish this edition.



On Monday 4 November, Emeritus Professor Howard Clarke (UCD) launched *The register of St Saviour's Chantry of Waterford*, edited by Niall J. Byrne with Michael Byrne, in City Hall, Waterford. During the launch, Professor Clarke emphasised the significance of Waterford's medieval records — including the register translated in this edition — in a national context. The launch was followed by the annual Niall J. Byrne Memorial Lecture, given on this occasion by Michael Byrne. The Commission was immensely grateful to Dr Byrne for hosting a reception after the launch and lecture. Sales of the IMC edition at the reception were impressive and confirmed the deep appreciation of Waterford's history, and Niall J. Byrne's work, in the oldest city in Ireland.



On Wednesday 11 December Professor Emerita Patricia Coughlan (UCC) launched two IMC editions at 45 Merrion Square: *Letterbook of George, 16th earl of Kildare*, edited by Professor Aidan Clarke and Dr Bríd McGrath along with Professor Andrew Carpenter's edition *Verse Travesty in Restoration Ireland: the Purgatorium Hibernicum and the Fingallian Travesty*. Pointing to the historical value of both editions, Professor Coughlan compared the Kildare letterbook to an early modern epistolary novel.



On Friday 13 December, IMC once again travelled to Cork for the launch of James O'Shea's edition of *The letterbook of Richard Hare, Cork merchant, 1771–1772*. Launching the book, Professor David Dickson of Trinity College Dublin commended the richness of information contained in the source and told the gathered audience that Hare was one of the last great general merchants of Cork. In his speech the editor, James O'Shea, outlined Hare's life and work in Cork. In my closing remarks at this event I emphasized the richness of the information

contained in primary sources such as the Hare letterbook and the importance of preserving such sources in print. The audience obviously agreed and this was a very successful launch on which to end a busy publishing year.

Finance

As in previous years, I would like to acknowledge the funding that IMC received in 2013 from the Department of Arts, Heritage and the Gaeltacht (D/AHG). Without the grant-in-aid provided by the Department, IMC could not carry out its remit. This annual funding crucially underpins IMC's publication programme for the year immediately following.

I would also like to pay tribute here to the members of the Cultural Institutions Unit at D/AHG who have liaised with IMC on behalf of the Department in 2013, in particular Mr Chris Flynn, Ms Sharon Barry, Mr Colm Lundberg and Ms Orlaith Gleeson. We look forward to continuing to work with the Department in order to fulfil IMC's remit as a publisher of primary sources for Irish history and cultures as well as developing IMC's position as an important link between the cultural heritage community and the wider community of humanities researchers.

I wish to record my particular appreciation of the work and commitment since her appointment in 2006, and not least in 2013, of the Commission's administrator, Dr Cathy Hayes.

In conclusion I must reiterate what I have written in previous reports: that IMC members receive no remuneration for the indispensable contribution of their professional expertise to the work and publications of the Commission. This tradition of service to scholarship and the state has been maintained since the Commission's foundation in 1928.

James McGuire
Chairman
February 2014

Company information

Directors

James Ivan McGuire (Chairperson)
Nicholas Patrick Canny
David Dickson
David Edwards
Chris Flynn
Greta Jones
James Kelly
Michael Kennedy
Máire Mac Conghail
John McCafferty
Aileen McClintock (Retired on 31 August 2013)
Deirdre McMahon
Donal Moore
Thomas O'Connor
Dáibhí Ó Cróinín
Ruán O'Donnell
Mary O'Dowd
Jane Ohlmeyer
Fiona Ross
Frances McGee (Appointed on 28 February 2013)

Secretary

Cathy Hayes

Company Registration Number

414351

Registered Charity Number

CHY 17206

Registered Office and Business Address

45 Merrion Square, Dublin 2, Ireland

Auditors

Duignan Carthy O'Neill
84 Northumberland Road, Dublin 4

Bankers

Bank of Ireland
St Stephen's Green, Dublin 2

Directors' Report

The directors present their report and the financial statements for the year ended 31 December 2013.

The Irish Manuscripts Commission
Limited

Directors' Report

*for the year ended
31 December 2013*

Principal activity, business review and future development

The company was incorporated on 24 January 2006 and commenced activities on the same date.

Principal activities

The principal activity of the Irish Manuscripts Commission (IMC) is the publication in print and online of primary manuscript sources for Irish history and culture. These sources would not otherwise be published as they are not by any definition commercially viable. As a public body IMC also acts as advisor to government, when required, on matters relating to primary sources in general and it promotes both public and institutional awareness of their importance.

Business review

In September 2011 the Irish Manuscripts Commission adopted a Strategic Development Plan for the period 2012–2016. The plan outlined new strategies for achieving IMC's vision to promote awareness of and access to primary source materials for the histories, cultures and heritage of Ireland. It reaffirmed IMC's strategic priorities based on: improving awareness of and access to primary sources; continuing to act as an expert advisor on issues relating to manuscripts and primary sources generally; and digitising its backlist while also addressing the long term preservation of the digital resources created.

Future development

As outlined in the most recent Strategic Development Plan, IMC will continue to devote its resources to the publication of primary manuscript sources. It will continue also to promote the preservation of primary sources from all periods, and in particular to raise public awareness of the need to preserve contemporary papers and correspondence through the work of the Preservation and Access Awareness Committee (PAAC); these records will in the future be primary sources for historians working on the twenty-first century. In line with its public service remit IMC will engage with modern technologies to make available, through its website and suitable national and European cultural heritage portals, electronic editions of its backlist. IMC publications that are no longer in print will be made available for users, in Ireland and beyond, free of charge.

Results

The surplus for the year after providing for depreciation amounted to €60,035 (2012 – €31,352). Two major multivolume series were in production in 2013 and was expected to be published by the year end but will now be published at the start of 2014.

The directors propose to retain this surplus to fund future projects in the coming years.

Research and development

There were no research and development costs incurred during the year.

State of affairs

In the opinion of the directors, the state of affairs of the company is satisfactory and there is no material change since the balance sheet date.

Directors and their interests

The company is limited by guarantee and does not have a share capital. Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while he/she is a member or within one year after he/she ceases to be a member, for payment of the debts and liabilities of the company contracted before he/she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required, not exceeding one Euro.

Each director shall hold office for a maximum of five years after which time he/she shall be eligible for re-appointment. All directors serve in a voluntary capacity.

Political contributions

No political donations were given by the company during the year.

Directors' responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that year. In preparing these the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Acts 1963 to 2012. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Books of account

The measures taken by the directors to ensure compliance with the requirements of Section 202, Companies Act, 1990, regarding proper books of account are the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise and the provision of adequate resources to the financial function. The books of account are maintained at 45 Merrion Square, Dublin 2.

Principal risks and uncertainties

The principal risks and uncertainties affecting the Irish Manuscripts Commission are continued funding from the Department of Arts, Heritage and the Gaeltacht and the proposed amalgamation with the National Library. IMC has to date received an annual budget which has enabled it to fulfil its primary remit of publication, but the current economic outlook is a reminder that adequate funding is always at risk. At this point in time it is not certain how the proposed amalgamation of IMC into a larger structure will affect its operation, though it is believed that IMC's role as an independent body overseeing the publication of primary manuscript sources will be preserved in the new arrangements.

Auditors

The auditors, Duignan Carthy O'Neill, Chartered Accountants, have indicated their willingness to continue in office in accordance with the provisions of Section 160 (2) of the Companies Act, 1963.

On behalf of the Board

James Ivan McGuire

Director

24 February 2014

Michael Kennedy

Director

24 February 2014

Independent Auditors' Report

We have audited the financial statements of The Irish Manuscripts Commission Limited for the year ended 31 December 2013, which comprise the Income & Expenditure Account, Balance Sheet, Cashflow Statement and the related notes and accounting policies. The financial reporting framework that has been applied in their preparation is Irish Law and accounting standards issued by the Financial Reporting Council and promulgated by the Institute of Chartered Accountants in Ireland (Generally Accepted Accounting Practice in Ireland).

**Independent Auditors' Report
to the members of The Irish
Manuscripts Commission Limited**

Respective responsibilities of directors and auditors

As explained more fully in the Directors' Responsibilities Statement set out on page 16 the directors are responsible for the preparation of the financial statements giving a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with Irish law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

This report is made solely to the company's members, as a body, in accordance with section 193 of the Companies Act 1990. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion, the financial statements:

- give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, of the state of the company's affairs as at 31 December 2013 and of its surplus for the year then ended: and
- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2013.

Matters on which we are required to report by the Companies Acts 1963 to 2013

- We have obtained all the information and explanations which we consider necessary for the purposes of our audit.
- In our opinion proper books of account have been kept by the company.

The financial statements are in agreement with the books of account.

Matters on which we are required to report by exception

We have nothing to report in respect of the provisions in the Companies Acts 1963 to 2013 which require us to report to you if, in our opinion the disclosures of directors' remuneration and transactions specified by law are not made.

**84 Northumberland Road,
Ballsbridge,
Dublin 4.**

Date: 25 February 2014

**Liam McQuaid
For and on behalf of
Duignan Carthy O'Neill
Chartered Accountants
Registered Auditors**

Audited Accounts

INCOME AND EXPENDITURE ACCOUNT

Income and Expenditure Account for the year ended 31 December 2013

		Continuing operations	
	Notes	2013 €	2012 €
Income — Book Sales	2	18,596	11,360
Royalties		2,435	933
Project Cost of sales		<u>(79,051)</u>	<u>(130,855)</u>
Operating (deficit)		<u>(58,020)</u>	<u>(118,562)</u>
Department of Arts, Heritage and Gaeltacht Grants	3		
- Annual Grant		245,000	245,000
- Historia Grant		25,000	40,000
- Deferred Grant released		—	271
- National Aggregator		7,739	17,133
Sundry income		676	1,332
Administration expenses		<u>(62,514)</u>	<u>(58,692)</u>
Editorial & Publishing expenses		<u>(65,808)</u>	<u>(70,707)</u>
Office expenses		<u>(32,466)</u>	<u>(25,581)</u>
Surplus for the year	4	59,607	30,194
Interest receivable and similar income		<u>428</u>	<u>1,158</u>
Retained surplus for the year	12	<u><u>60,035</u></u>	<u><u>31,352</u></u>

There are no recognised gains or losses other than the surplus for the above two financial years.

The financial statements were approved by the Board on 24 February 2014 and signed on its behalf by:

James Ivan McGuire
Director

Michael Kennedy
Director

BALANCE SHEET

Balance Sheet as at 31 December 2013

The Irish Manuscripts Commission, a Company Limited by Guarantee and not having a Share Capital.

	Notes	2013 €	2012 €
Fixed Assets			
Tangible assets	7	8,398	1,842
Current Assets			
Stocks	8	16,002	18,674
Debtors	9	10,526	7,342
Cash at bank and in hand		<u>524,359</u>	<u>476,081</u>
		<u>550,887</u>	<u>502,097</u>
Creditors: amounts falling due within one year	10	(20,890)	(31,579)
Deferred income	11	<u>(42,219)</u>	<u>(36,219)</u>
		<u>(63,109)</u>	<u>(67,798)</u>
Net Current Assets		<u>487,778</u>	<u>434,299</u>
Total Assets Less Current Liabilities		<u>496,176</u>	<u>436,141</u>
Capital and Reserves			
Capital Contribution	12	154,831	154,831
Income and Expenditure Account	12	<u>341,345</u>	<u>281,310</u>
Funds	13	<u>496,176</u>	<u>436,141</u>

The financial statements were approved by the Board on 24 February 2014 and signed on its behalf by:

James Ivan McGuire
Director

Michael Kennedy
Director

CASH FLOW STATEMENT

Cash Flow Statement for the year ended 31 December 2013

	2013 €	2012 €
Reconciliation of operating surplus to net cash inflow from operating activities		
Operating surplus	59,607	30,194
Depreciation	1,049	1,193
Decrease in stocks	2,672	10,042
Decrease/(Increase) in debtors	(3,184)	4,612
(Decrease)/Increase in creditors	<u>(10,689)</u>	<u>11,325</u>
Net cash inflow from operating activities	<u>49,455</u>	<u>57,366</u>
 Cash Flow Statement		
Net cash inflow from operating activities	49,455	57,366
Returns on investments and servicing of finance	428	1,158
Capital expenditure	(7,605)	(1,952)
Deferred Income	<u>6,000</u>	<u>(271)</u>
Increase in cash in the year	<u>48,278</u>	<u>56,301</u>
 Reconciliation of net cash flow to movement in net funds		
Increase in cash in the year	48,278	56,301
Net funds at 1 January 2013	<u>476,081</u>	<u>419,780</u>
Net funds at 31 December 2013	<u>524,359</u>	<u>476,081</u>

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2013

1. Accounting Policies

1.1. Basis of preparation

The financial statements have been prepared in accordance with accounting standards generally accepted in Ireland and Irish statutes comprising the Companies Acts, 1963 to 2013. Accounting Standards generally accepted in Ireland in preparing financial statements giving a true and fair view are those published by Chartered Accountants Ireland and issued by the Financial Reporting Council.

1.2. Income

Income represents the total income received from book sales related to the year.

1.3. Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates calculated to write off the cost less residual value of each asset over its expected useful life on the straight-line basis, as follows:

Fixtures, fittings and computers – 20%

The carrying values of the tangible fixed assets are reviewed annually for impairment in periods if events or changes in circumstances indicate that the carrying value may not be recoverable.

1.4. Stock

Stocks of books are valued at the lower of cost and net realisable value. As sales volumes of books published are at their highest levels in the first two years following their date of publication, directors are of the opinion that only books published within two years of the year end be included in the stock value. The remainder of book stocks have been provided against as either slow moving or obsolete.

1.5. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

The regular cost of providing retirement pensions and related benefits is charged to the income and expenditure account over the employees' service lives on the basis of a constant percentage of earnings.

1.6. Taxation

The company is exempt from taxation due to its charitable status. (Charity tax number: 17206)

1.7. Government grants

Grants towards capital expenditure are released to the income and expenditure account over the expected useful life of the assets. Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred.

2. Income

The total income of the company for the year has been derived from its principal activity wholly undertaken in Ireland.

3. Department of Arts, Heritage and Gaeltacht Grants

	2013	2012
	€	€
Annual Grant	245,000	245,000
One-off grants for special projects	32,739	57,133
Deferred grant released (Note 11)	—	271
	<u>277,739</u>	<u>302,404</u>

There is a contingent liability to repay government grants received if the grant is not used for the purpose for which it was advanced.

4. Surplus for the year

	2013	2012
	€	€
The surplus for the year is stated after charging:		
Depreciation of tangible assets	1,049	1,193
Chairman's Honorarium	—	—
Auditors' remuneration		
- Audit	1,845	1,845
- Accounting, Secretarial, Taxation and Payroll Work	2,696	2,696
	<u>2,696</u>	<u>2,696</u>

5. Employees

Number of employees

The average monthly numbers of employees during the year were:

	2013	2012
	Number	Number
Number of employees	2	2
(Includes Administrator and Chairman)	<u>2</u>	<u>2</u>

The staff costs are analysed in the income and expenditure account as follows:

	2013	2012
	€	€
Salaries	72,401	69,139
Pension	5,995	5,741
Chairman's Honorarium	—	—
Social welfare costs	7,153	6,847
	<u>85,549</u>	<u>81,727</u>

6. Pension costs

Pension costs amounted to €5,995 (2012 – €5,741).

7. Tangible assets

	Fixtures & fittings	Total
Cost	€	€
At 1 January 2013	31,238	31,238
Additions	7,605	7,605
At 31 December 2013	<u>38,843</u>	<u>38,843</u>
Depreciation		
At 1 January 2013	29,396	29,396
Charge for the year	1,049	1,049
At 31 December 2013	<u>30,445</u>	<u>30,445</u>
Net book values		
At 31 December 2013	<u>8,398</u>	<u>8,398</u>
At 31 December 2012	<u>1,842</u>	<u>1,842</u>

The company was incorporated on the 24 January 2006 and was gifted furniture and other office equipment worth an estimated value of €48,710 by The Irish Manuscripts Commission. These assets are recognised in the above additions at a nominal value of €1.

8. Stocks

	2013	2012
	€	€
Finished goods – Books	<u>16,002</u>	<u>18,674</u>

Stocks of books have been valued at the lower of cost and net realisable value.

9. Debtors: amounts falling due within one year

	2013	2012
	€	€
Prepayments and accrued Income	<u>10,526</u>	<u>7,342</u>

10. Creditors: amounts falling due within one year

	2013	2012
	€	€
Other taxes and social security costs – PAYE/PRSI	6,145	6,829
Accruals	<u>14,745</u>	<u>24,750</u>
	<u>20,890</u>	<u>31,579</u>

11. Deferred income

	2013	2012
	€	€
Government grants		
At 1 January 2013	36,219	36,490
Increase in year	<u>6,000</u>	<u>—</u>
	42,219	36,490
Released in year	<u>—</u>	<u>(271)</u>
At 31 December 2013	<u>42,219</u>	<u>36,219</u>

The deferred Government Grants relate to extra monies received in relation to projects for publishing books. These projects were not completed by the year end.

12. Equity Reserves

	Income and Expenditure account	Capital Contribution	Total
	€	€	€
At 1 January 2013	281,310	154,831	436,141
Retained surplus for the year	<u>60,035</u>	<u>—</u>	<u>60,035</u>
At 31 December 2013	<u>341,345</u>	<u>154,831</u>	<u>496,176</u>

13. Reconciliation of movements in funds

	2013	2012
	€	€
Surplus for the year	60,035	31,352
Opening shareholders' funds	<u>436,141</u>	<u>404,789</u>
	<u>496,176</u>	<u>436,141</u>

14. Capital Contribution

The company was incorporated on the 24 January 2006 and was gifted €130,731 cash and €24,100 stock of books from The Irish Manuscripts Commission. Furniture and other office equipment was also gifted and have been included in the financial statements at a nominal value of €1. This gives a total capital contribution of €154,831.

15. Related party transactions

Directors are reimbursed for any expenses incurred during the course of carrying out their duties.

The company have agreed with the Office of Public Works that no rent will be payable for the use of office space.

16. Ultimate parent undertaking

The company is controlled by its Members and the Board of Directors.

17. Approval of financial statements

The financial statements were approved by the Board on 24 February 2014 and signed on its behalf by:

James Ivan McGuire
Director

Michael Kennedy
Director

ANNUAL ENERGY EFFICIENCY REPORT 2013

Overview of Energy Usage in 2013

The Irish Manuscripts Commission (IMC) shares accommodation with the Irish Architectural Archive (IAA) at No. 45 Merrion Square. Energy usage is based on a 20:80 split between IMC:IAA based on occupation of space in the house.

The main energy usage by IMC relates to heating (natural gas supplied by Bord Gáis), lighting and power (supplied by Airtricity) and water services (Dublin City Council).

In 2013, the Irish Manuscripts Commission consumed 41 MWh of energy, consisting of:

- 17 MWh of electricity (20% of whole building usage which is 87 MWh)
- 24 MWh of fossil fuels (as natural gas) (20% of whole building usage which is 119 MWh)
- 3.4 MWh of the 17 MWh electricity used is from renewable sources.¹

Water charges are also calculated on a 20:80 ratio. During 2013, 74 cubic metres of water were used *in the whole building*.

Energy performance

The Irish Manuscripts Commission has one permanent employee and the office operates at maximum efficiency in terms of energy usage within the constraints of occupying a refurbished Georgian building.

¹ Airtricity Fuel Mix Disclosure: January 2010 to December 2010; electricity supplied by Airtricity from renewable fuels is 24% of fuel sources (in Airtricity billing information, 17/1/14).