

## Decade of Centenaries at Your Library – Archives Analysis

### PROJECT OBJECTIVES

Libraries Development, Local Government Management Agency are looking to commission an analysis of archives held by the Irish public library sector relating to the Decade of Centenaries. The objectives of this project will be to:

- Provide an overview of archival records held by public libraries of relevance to the Decade of Centenaries;
- Identify the records of greatest value to the project and make recommendations on which to digitise as a matter of highest priority;
- Work in consultation with county archivists to ensure their input into the success of the task.

### BACKGROUND

The public library strategy *Our Public Libraries 2022* was published in July 2018 by the Department of Rural and Community Development (DRCD), the City and County Management Association (CCMA) and the Local Government Management Agency (LGMA). This national strategy identifies the importance of Community and Culture as a strategic programme for the five-year development of libraries. It identifies the library as being a catalyst for the imagination, encouraging and inspiring creativity within communities and among people of all ages, backgrounds and abilities. The strategy highlights the central role that public libraries provide in delivering the Decade of Centenaries 2012-2022 and Creative Ireland 2017-2022. The strategy commits to working with local and national partners to establish libraries as a central community, civic and cultural space within their communities.

The Decade of Centenaries Programme is delivered in conjunction with the Creative Ireland Programme – a five-year initiative, from 2017 to 2022, which places creativity at the centre of public policy. It is a high-level, high-ambition, all-of-government initiative to mainstream creativity in the life of the nation so that individually and collectively, we can realise our full creative potential.

Local authorities have a crucial role in the overall local delivery of the entire Creative Ireland Programme and are exclusively mandated, through their culture teams, to deliver Pillar 2 of the programme – *Enabling Creativity in Every Community*.

Culture Teams have been established in each local authority and are currently being led in fourteen counties by a County Librarian/Senior Library Manager. Libraries are actively represented on all culture teams. Many County Librarians already have a wide remit which

incorporates arts, heritage, archives, museums and other functions. County Librarians also operate as Decade of Centenaries Coordinators in more than half of all local authorities.

## **DECADE OF CENTENARIES AT YOUR LIBRARY**

The *Decade of Centenaries at your Library* programme will complement, support and expand existing activities in the community under the Decade of Centenaries national framework and to be fully consistent with the whole-of-Government and whole-of-society approach to enhance understanding of and respect for events of importance among the population as a whole.

The primary focus of the programme will be to identify and digitise records held by public libraries relating to the Decade of Centenaries, make them openly available for use and re-use online, and then build a series of activities and events for the public around the digitised material. A particular focus could be placed on the digitisation of relevant minute books, a wonderfully rich archival source illustrating the various aspects of local administration and democratic government during one of the most significant periods in Irish history. A broad range of information is available in the minute books of various county councils, as well as the various town and rural councils, relating not only to their work but also to events of local and national significance. Resolutions of the councils give an insight into national and international events and contain an important record of local views of these events.

Minute books are not the only potential records however, and other local collections (some of which have already been digitised) could be utilised to expand the corpus of documents. It is anticipated that some authorities' archives will hold greater and more high-value material than others. At the outset of the project an analysis will be undertaken to identify the records of greatest value and prioritize them for digitisation – in the context of the project, those that are likely to generate the greatest interest and potential activities would be considered highest value. Working with county archivists will be key to the success of this task.

The programme therefore further supports an overall objective of the Decade of Centenaries, namely a desire to focus on the development of access to historical records and primary sources from the time period, and to work with local and national cultural bodies to bring forward a series of exhibitions and public discussions. There is an opportunity to reach outside of metropolitan areas to work with sets of records – and their users - that may have not engaged yet with public libraries.

The *Decade of Centenaries at your Library* programme will be delivered through a national framework managed by Libraries Development (LGMA), and local authorities and supported by the Department of Rural and Community Development. The framework enables the coordination of activities across the local authorities that focus on increasing access to the historical record, and generating discussion, research and insight into Decade of Centenaries-related history at a local level.

## **PROJECT REQUIREMENTS**

The Service Provider will carry out an analysis of records held by public libraries in Ireland and make recommendations to Libraries Development, LGMA on which to digitise as part of the Decade of Centenaries at Your Library Project.

The project will include:

- Desk-based research to understand the extent of archival records held by public libraries of relevance to the Decade of Centenaries;
- Onsite research at identified archives of greatest relevance to the project to further understanding of records;
- Identification of the records of greatest value – in the context of the project, those records that are likely to generate the greatest interest and potential activities would be considered highest value;
- Recommending which records to digitise as a matter of highest priority;
- Liaison with county archivists to ensure their input into the success of the task;
- Delivery of a final report that includes an executive summary of key findings, overview of methodology, analysis of collected data, and recommendations on which records should be digitised;
- Presentation of key findings to stakeholders;
- Regular liaison with the Libraries Development Unit of the LGMA.

## **KEY STAKEHOLDERS**

To develop the analysis, the Service Provider will be required to seek opinion and information from the following:

- Libraries Development, LGMA
- Culture and Community Champions
- Strategic Programme Committee
- Library Development Committee
- City and County Librarians
- Library staff across all grades

## **REPORTING REQUIREMENTS**

The key reporting and liaison contact will be with the Libraries Development, LGMA.

It is envisaged that the Service Provider will hold a kick-off meeting with Libraries Development and the Strategic Programme Committee's Culture and Community Champions to agree on the project and parameters.

Progress meetings shall then be held as and when necessary for the duration of the project, and progress reports supplied when requested.

At the conclusion of the project, the Service Provider shall present findings and recommendations to the Strategic Programme Committee.

## **DELIVERABLES**

The following deliverables shall be produced by the Service Provider:

- A final report delivering on the project objectives and including an executive summary of key findings, overview of methodology, analysis of collected data, and recommendations on which records should be digitised.

The final report shall be delivered no later than October 30<sup>th</sup>, 2020.

## **BUDGET AND PAYMENT SCHEDULE**

The budget for this project is expected to be no more than €15,000, exclusive of VAT.

Travel expenses in relation to the project must be incorporated in the budget submitted.

The contract will be awarded on the basis of a fixed price and understanding of the project requirements.

There is no scope to extend the agreed final budget. No other amount over and above the negotiated contract amount will be paid to the appointed company.

## **SUBMISSION OF QUOTATIONS**

Quotations to undertake the work should include the following:

- Understanding of project requirements
- Project management approach
- Evidence of relevant experience in the subject area, including examples of previous work undertaken by the contractor where relevant.
- Project resources (e.g. relevant staff, if appropriate)

Short-listing may apply and Libraries Development, LGMA may, where considered appropriate, invite shortlisted tenderers to make a short presentation to outline previous relevant experience and understanding of services required.

## EVALUATION OF PROPOSALS

The contract will be awarded to the most economically advantageous quotation based on the award criteria below:

Total Marks for Price	150
Understanding of Project Requirements and Experience	
Project management approach	
- Project Plan	150
- Methodology	150
- Sample report structure	50
Project Resources	
- Relevant Experience with similar projects (2 references)	100
	600

## QUERIES

Tenderers may raise queries to Libraries Development, LGMA via email to: [lfennessy@lgma.ie](mailto:lfennessy@lgma.ie)

The following should be included in the subject line, “Decade of Centenaries at Your Library – Archives Analysis”. Queries can be raised up to Friday 21st August 2020.

## TAX COMPLIANCE

It will be a condition of any contract pursuant to this competition that the successful Tenderer(s) shall, for the term of such contract(s), comply with all EU and domestic tax laws. Tenderers are referred to [www.revenue.ie](http://www.revenue.ie) for further information. Prior to the award of any Services Contract arising out of this competition the successful Tenderer shall be required to supply their Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Libraries Development, LGMA. By supplying these numbers, the successful Tenderer acknowledges and agrees that Libraries Development, LGMA, or an entity it nominates, has the permission of the successful Tenderer to verify its tax cleared position.

Non-resident tenderers should apply to the Office of the Revenue Commissioners, Non Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: [nonrestaxclearance@revenue.ie](mailto:nonrestaxclearance@revenue.ie).

## SUMMARY OF REQUIREMENTS

- Proposal broken down as per award criteria;
- Tax Compliance;

- Total cost.

## **DEADLINE FOR QUOTES**

Quotes to undertake the work should be sent to [lfennessy@lgma.ie](mailto:lfennessy@lgma.ie) no later than 17.30pm on Monday 31<sup>st</sup> August 2020.