

(ATTACHMENT II)
MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE
CARIBBEAN

APPLICATION FORM
2010

PART A – DESCRIPTIVE SUMMARY

<p>Provide the collection's significant features and criteria justifying its uniqueness. The text must be clear and precise, since this is the first contact with the application for the judges examining it.</p> <p>(maximum one page, with illustrations of the document or set of documents)</p>	<p style="text-align: center;">Minute Books of the Institute of Jamaica (August 1879 – October 1941)</p> <hr/> <p>These Minute Books of the Institute of Jamaica (IOJ) are original handwritten texts that document the birth and formative years of an institution which still exists and which has been rightfully described as a “cultural catalyst”. They contain records of the General and Special Meetings of the IOJ’s Board of Governors from their first meeting on August 5, 1879 and subsequent meetings up to October 1941.</p> <p>The Minute Books give insight into the proceedings/deliberations of the Board of Governors and the decisions taken as these eminent men of the time zealously sought to realize the mandates of the enabling legislation: “for the encouragement of literature, science and art”. (<i>Act 27 Victoria, Cap.22 of 7 May 1879</i>)</p> <p>The Minute Books of this newly established organization provide documentary evidence of national developmental concerns almost fifty years after the abolition of slavery in Jamaica. They also reflect the thrust of the Crown Colony government that emerged after the Morant Bay Rebellion in 1865. Of the institutions established in Jamaica at the end of the Nineteenth Century, the IOJ is one of the very few institutions which has had an uninterrupted existence and which is still in the same location. In the Minute Books are testimonies to the development of the IOJ as one of Jamaica’s most enduring and endearing entity.</p> <p>No study of the development of the arts, museums and libraries in Jamaica would be complete without reference to the seminal role of the Institute of Jamaica, as evidenced in these Minute Books. The Minute Books are primary source documents of the deliberations that have resulted in IOJ becoming the primary progenitor of museums, libraries, art galleries and cultural training for Jamaica and the Caribbean region.</p> <p>A major justification for incorporating this series of manuscripts into the Memory of the World project, however, is the distinct perspectives that these records offer onto cultural, educational and scientific policy making over the last thirty years of Queen Victoria’s reign and then through forty more years of British rule that left the West Indies poised to begin their pre-independence struggles. They can enable readers to reconsider how local</p>
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	<p>research agendas could be developed and sustained. They can not only allow questions about what the opportunities were for colonial-level research in science and the humanities or what spaces colonial intellectuals could occupy to be posed, but answered too. These volumes offer fresh perspectives from the standpoint of the colonized onto the input from Jamaica into research agendas, onto their participation in the production of knowledge and onto the attitudes at a local level towards such research findings. Most of all, as an element of the world's memory, this collection can provide an invaluable counter-balance to the metropolitan perspectives that still shape discussions of colonial science and the potential access to knowledge by the colonized at the height of Europe's colonial rule.</p>

PART B – DATA ON THE PARTY SUBMITTING THE APPLICATION (May be the owner or duly authorized custodian)	
Name of the individual or entity that owns the document proposed	The National Library of Jamaica
Name of the individual or entity that has custody of the document proposed (Only if different from the owner)	
Nature of the entity (public or private)	Public
If public, specify under what body	The Institute of Jamaica under the Ministry of Youth, Sports and Culture
ADDRESS: Street / Avenue 12 East Street Neighborhood / District _____ P.O. Box _____ City Kingston State _____ Country: Jamaica Country Code: 876 City Code : _____ Tel.: 876 967 2494 Extension__ 255_____ Fax : 876 922- 5567 E-mail nlj@cwjamaica.com ; nljspcol@cwjamaica.com Website www.nlj.gov.jm	

PART C – MAIN ACTIVITIES OF THE CUSTODIAN

**Summary description
profile of custodian
institution or entity**

(Fill in only in the case of a
private or public-law entity)

(maximum one page)

The National Library of Jamaica (NLJ) is a division of the Institute of Jamaica and is the direct descendant of the West India Reference Library (WIRL), which was established by the IOJ in 1894. An amendment to the Institute of Jamaica Act in 1979 established the NLJ as the entity to replace WIRL but with a specific national mandate to collect, document, preserve and facilitate access to the documents written/produced by Jamaicans, in Jamaica and about Jamaica. Among its major responsibilities, the NLJ is charged with spearheading the development of a seamless national information system through a network of technologically enhanced libraries.

The NLJ's internal responsibilities are administered through its seven departments – Conservation, Special Collections, Research, Acquisitions, Cataloguing, Information Technology and Audio Visuals. One of the NLJ's major thrust is its digitization programme which is geared towards preservation and enhanced access to serve a wider user group.

The heritage collection of *West Indiana* materials inherited from WIRL forms the core of the NLJ's collections. These invaluable and irreplaceable resources include maps, prints, newspapers, manuscripts, rare books, and sound and image recordings. The NLJ's Conservation Unit has responsibility for identifying and implementing measures for preserving this documented cultural patrimony. The NLJ is also the official legal depository for documents published in Jamaica.

As the designated focal point for Jamaica's national information network, the NLJ provides the Jamaica library community with assistance in implementing and maintaining computerized information databases towards the establishment of a national union catalogue. The NLJ chairs and coordinates the Advisory Committee on National Information System.

The NLJ provides services to the publishing community by offering cataloguing-in-publication (CIP) and by issuing international standard book number (ISBN). It also has representation on the Book Industry Association of Jamaica (BIAJ). It supports the audiovisual industries through its coordination of the Audio Visual Information Network.

PART D – SUBSTANTIATION OF DOCUMENT PRESENTED

Provide a complete description of the intrinsic and extrinsic features of the document, indicating the time, place, author, issue(s) addressed, form or style, justifying its:

- origin
- authenticity
- uniqueness

and importance for Latin American and Caribbean history and culture, as well as a summary of its conservation status.

Provide three bibliographic references for the proposed documentary heritage and data from three experts who can provide opinions on its value and importance.

Include the ownership status, access conditions, major legal issues, including copyright.

Include a brief administrative history or biography of the producer/creator.

(Include illustrations of the document or parts of the collection proposed for nomination)

(maximum three pages)

Time

The initial entry of the first Minute Book was recorded only 41 years after the Emancipation Act, and 14 years after the defining Morant Bay Rebellion which forced a change in the colonial administrative system from Representative to Crown Colony Government in 1866. Landmark changes of this period can be identified from a sampling of laws passed in 1879. These included: *Married Woman's Property Law* (which stated that her earnings and real estate were hers to keep); *Law for the Prevention of Accidents at Sugar Mills*, (legislated that no one under the age of fourteen should be allowed to feed cane to a sugar mill); *Immigration Protection and Regulation Law 1879*, (provided protection for indentured immigrants).

Place

Whereas the IOJ is located in the capital, Kingston, the deliberations of the Board of the Institute, as reflected in the Minute Books, are issues of concern to the entire island. For example, the Minutes record discussions about establishing mini-institutes (libraries) in strategic areas such as St. George (a parish no longer in existence), in the old capital of Spanish Town and in Savanna-la-Mar. The Minutes also record a proposal for the preparation of a Register of Planters and Penkeepers who were willing to receive articted pupils from England who were interested in *planting or agricultural pursuits*.

As these volumes cover a period where the Institute began to contribute to regional research projects and then started to collect West Indian maps, prints and manuscripts, these minutes offer an invaluable resource for tracing a West Indian institution's participation in broader scholarly initiatives and illuminate the provenance of an important corpus of West Indian material still held in the region.

Author (s) : The Board of Governors of the IOJ

The Board originally consisted of 7 members: Dr. James Cecil Phillipo, Physician/Chair; Hon. Edward Newton, Lt. Gov. of the Island; E. L.O'Malley, Attorney General; Dr Hamilton, member of the Legislative Council; H.J. Kemble, Custos of Kingston; C.B. Mosse, Deputy Surgeon General and Rev. John Radcliffe of the established Church of Scotland.

Form/ Style

The Minute Books of the Institute of Jamaica contain handwritten Minutes in bound volumes. One book is 13 inches long x 8 inches wide and the others are 17 inches long x11 inches wide. The pages are sewn. Based on binding and sewing, age of thread and quality of paper, these confirm originality of the documents. Agenda captions were introduced at the left margins from the Minutes of 4 June 1889 in the second Minute Book.

Illustrations – see captioned documents appended

Authenticity

These Minutes, which are records of deliberations by the IOJ's Board of Governors, are signed by the Chairman of each meeting. Outcome of the issues raised in these discussions have been recorded in publications such as the Handbook of Jamaica and published Annual Reports of IOJ's Board of Governors.

Uniqueness

The National Library of Jamaica is the only known institution that possesses these Minutes. There are no other copies.

Brief Administrative History / biography of producer: The Institute of Jamaica

As cultural catalyst for the newly emerging nation, the IOJ was established by law in 1879 to *operate a Public Library, Reading Room, Museum and collection of works and illustrations of Science and Art.*

The IOJ itself was preceded by the Public Library (1874) whose collection along with the extant works from the Royal Society of Arts and Agriculture formed the nucleus of the Institute's library and museum collection. This first Public Library emerged from the amalgamation of the libraries of the House of Assembly and the Legislative Council. It was located at Date Tree Hall, an old inn and hostelry, which was bought in 1870 to house the government offices pending the removal of the capital from Spanish Town to Kingston. The IOJ is still situated at that location, at the corner of East and Tower Streets.

Social Value

These Minute Books of the Institute of Jamaica are of tremendous social and historical value as they testify to the developmental role of the IOJ in laying the foundation for the evolution of educational and cultural institutions in Jamaica and the wider Caribbean. These include: The University of the West Indies (the foremost regional tertiary institution); the public library service; the National Library; the Edna Manley College for the Visual and Performing Arts; and the National Gallery of Jamaica. All these institutions had their genesis in the IOJ as evidenced in these Minute Books for the first sixty two years.

Although the Institute of Jamaica was founded in 1879, at the height of the Crown Colony period of top-down Governor-led rule, it was from the first a space where Jamaican residents endeavored to shape intellectual policies for their island. The first eight minute books of the Institute's regular Council meetings between 1879 and 1941, (the original third volume 1892-1900 is missing), offer a remarkable over-view of local efforts to coordinate and develop cultural and scientific research across the island. They cover the period when the Institute adapted from a purely Jamaican institution to also supporting the West India Reference Library, the leading research library for the British Caribbean.

Among the matters discussed by the Board of Governors and recorded in these Minute Books were:

- the establishment of a scholarship for Jamaican men to enable them to matriculate to London University;
- establishment of mini-institutes (libraries) in other parishes;
- awarding of prizes to encourage “enterprise in and developing the resources of the island”;
- advertisements in “Galls” Newsletter;
- the acquisition of Dr. Anthony Robinson’s Manuscript Drawings of Birds. This has been used as the basis of Gosse’s Birds of Jamaica and Naturalists Sojourn;
- the purchase of West Indian books.
- request for permission to collect specimens of birds and fishes.

The Minutes document among other things the acquisitions of flora, fauna, maps, publications and manuscripts, that would turn out to be the foundation resources of Jamaica’s Natural History Museum, the West India Reference Library and the National Library of Jamaica. Also documented was the development of the library and museum as both sought to stimulate educational pursuits - increased opening hours, lists of books and museum items to be purchased (example of the purchase of 1500 volumes from Buff Bay as well as a valuable painting at the Buff Bay Court House.

The Minute Books also included a proposal for conducting an art competition/exhibition and another proposal for the holding of art classes were submitted and approved with fees of ten pounds (sterling) and ten pence. The classes began with 5 students.

In these Minute Books are recorded the arrangements for the first holding of the external examinations of Cambridge University (England) in 1882. These continued to be the official external examinations taken by Jamaican high school students until 1981 when they were replaced by regional examinations. The Minutes also documented a request for the establishment of the Musgrave Medals in honour of the IOJ’s founder, Sir Anthony Musgrave. The Musgrave Awards are Jamaica’s very prestigious awards for excellence in the areas of art, science and literature. Historically, The Musgrave Award, which is still being offered, predates the Academy of Motion Picture Awards.

The Minutes provide documentary evidence of the social and economic and class/race dichotomy that prevailed at that time. For example, the annual membership fee to use the libraries of the IOJ was beyond the reach of the majority of Jamaicans. Nonetheless, these institutions were the foundations for the eventual evolution of free public library services in Jamaica.

Influence

The record of the acquisitions of flora, fauna, maps, publications and manuscripts have provided invaluable source record of the foundation resources of Jamaica’s Natural History Museum and the West India Reference Library.

These Minutes, provided research information for publications such as the Handbook of Jamaica and published annual reports of IOJ's Board of Governors.

The introduction of competitions, exhibitions and awards as documented in these Minutes, fostered the development of the arts and local industries.

The Minutes also documented the need to develop libraries and museums as channels for stimulating educational pursuits. Among its recommendations were: increased opening hours; lists of books and museum items to be purchased; and the holding of popular lecture series.

Frank Cundall (1891-1935), librarian and Secretary to the Board, who inspired some of these activities was described by H.P.Jacobs thus:... *the all embracing character of his interests, and the rigid consistency with which he collected every kind of material for a wide range of purposes. By the end of the century, he had made a beginning of collecting books on Africa, and he seems at a very early date to have realised his work must be in part West Indian in scope. He collected everything – copies of manuscripts, pictures, photographs, maps, account books. He accumulated data from letters of enquiry. He obtained from Spain typescripts of the old official documents about Spanish Jamaica.*

The case for incorporating this collection into the Memory of the World project is twofold. First, the series offers a remarkably full record of the range of local cultural initiatives during a period where modern scholarship generally ascribes such efforts to metropolitan initiatives. Not only do these volumes offer unfamiliar perspectives onto activities in Jamaica, but after the destruction of any comparable records from Guyana's Royal Agricultural and Commercial Society and in the absence of any such central societies in the individual islands of the Eastern Caribbean or Belize, this collection remains the only sustained record of such initiatives to survive from the region as a whole. Next, as these volumes cover a period where the Institute began to contribute to regional research projects and then started to collect West Indian maps, prints and manuscripts, these minutes offer an invaluable resource for tracing a West Indian institution's participation in broader scholarly initiatives and illuminate the provenance of an important corpus of West Indian material still held in the region.

Catalogue of the West India Reference Library lists printed works on the West Indies from the year 1547. By IOJ. Pub Kraus Int Pub, New York. Introduction written by John Aarons, Acting National Libn. NLJ August 1979

“The WIRL is the world's outstanding collection of printed and manuscript materials relating to the history and culture of the West Indies. Rich in primary source material covering all aspects of Caribbean life and

society, it provides an invaluable basis for research in the fields of Jamaican and West Indian studies. The WIRL was founded in 1894 as a section of the public library of IOJ. The Institute had assumed responsibility for this library in 1879, five years after the library had been assembled from the government owned libraries of the dissolved House of Assembly and Legislative Council, the collection of the Royal Society of Arts & Agriculture, and later from the remaining stock of the defunct St George's Library Society...

In recent years, a number of bibliographical publications based on material in the library have been published. These include Anne Benewick, *A list of books on the West Indian Federation* (1957, 2nd 1962); Rae Delattre *A guide to Jamaican reference material in the West India Reference Library* (1965); and *Jamaican government publications: a bibliography* (1971)

Handbook of Jamaica 1937-38 (56th year of publication) by Frank Cundall (p188)

"...In the West India Reference Library – Jamaica books and pamphlets, 3,830; Jamaica newspapers, 717; West Indies excluding Jamaica, 4336; West Africa, 438; with a total of 9,321; Manuscripts 1,715; Maps and plans, 747"

In the Minute Book of 1905, 20 Dec (p.311) (in an answer to the Colonial Secretary)

"There is, moreover, much assistance given to students and literary and scientific men who visit the island, the monetary value of which it is difficult to assess eg Prof Robert T. Hill and other member of the John Hopkins University have made use of the Institute in preparing scientific work for publication as Prof. Hill's Geology and Physical Geography of Jamaica; Prof Hull (Cornell Univ) also use the WIRL. The assistance of the Library is not infrequently sought by government departments in Kingston

Prof Hull (Basseterre, St Christopher) in the Minute Book of 14 March 1906

... congratulations upon the nature and extent of West Indian books under your charge...

Subject/Theme

Organizational and Institutional Development as well as crown colony society

Bibliographic References

Bennett, Hazel. A History of Libraries in Jamaica 1697- 1987. Doctoral Thesis. 1987.

	<p>Ingram, K.E. Manuscript Sources for the History of the West Indies. Kingston: University of the West Indies Press. 2000.</p> <p>Images (See appendix)</p> <p>Include the ownership status, access conditions, major legal issues, including copyright.</p> <p>The Minute Books are owned by the National Library of Jamaica and are free of copyright and researchers may access the documents for research and study, but may not copy. It is the intention to create a digital surrogate for access via the library's website.</p>

PART E – MANAGEMENT PLAN

<p>Is there a management plan for custody, preservation, safety and access to the proposed document?</p> <p>(X) Yes</p> <p>() No</p> <p>If so, please attach a summary of the plan.</p> <p>If not, please report on conditions of custody, preservation, safety and access.</p> <p>(maximum one page)</p>	<p>The IOJ Minute Books are the original handwritten texts that document the birth and formative years of an institution which still exists and which has been rightfully described as a “Cultural catalyst.” The books give insight into the deliberations /proceedings of the Board of Governors and the decisions taken by these eminent men who sought to fulfill their mandate. The Institute of Jamaica (IOJ) Minute Books are over a century old and are experiencing the deterioration that comes with age.</p> <p>The National Library has developed a preservation plan to enhance the life of this resoruces. This involves the Microfilming and digitization of the books to allow our clients access to the material without handling of the original. Researchers will be able to access the material via microfilm readers in our reading rooms and printed copies of selected pages can be made from the microfilms. Digitization will allow the manipulation of the information through the internet, to allow clients outside of our actual location to access to the information.</p> <p>Once the Minute Books have been microfilmed and digitized they will be placed in acid free storage units allowing the library to fulfill it mandate of preserving the collection while allowing access to the collection. The library also has off-site storage for digital copies.</p> <p>The National Library has a Conservation unit staffed by eight persons, two of whom have been trained in Venezuela. These persons have trained others from the Caribbean and in Jamaica in the techniques of paper conservation. They are knowledgeable on disaster preparedness and recovery and the preservation of rare materials. The conservation unit has a main work area with large work stations for each person, a treatment room and a conservation laboratory. The knowledge of the staff is maintained through workshops as well as visits from foreign conservators who provide information and practical exposure to the most</p>
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	recent materials and techniques being employed.
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PART F – RISK ASSESSMENT
Additional information to complement the nomination

<p>Describe in detail the nature and scope of threats to the document or set of documents.</p> <p>(Natural risks, surroundings of the building, environmental conditions inside and outside the headquarters building, pollution, support fragility, other relevant data)</p> <p>(maximum one page)</p>	<p>The collection is housed on the third floor of the building on metal shelves in an environment that is air-conditioned during the days but is without air in the nights and on week-ends and this may result in excess humidity which may cause moulding and brittle papers.</p> <p>The building is located close to the Kingston Harbour and in a mix of commercial and residential buildings. Its location on the Harbour poses risks from floodings and the general risk of earthquakes. The library and the commercial buildings all have well maintained fire alarm system connected to the fire department and the police.</p> <p>The library has developed a disaster preparedness and recovery plan in which phases of readiness and action to be taken are outlined as well as the persons responsible. The disaster preparedness strategy involves preparing for natural disasters such as storms, hurricane, earthquakes and preparing for man made disasters such as flooding caused by a dripping pipe, fire or riots.</p>
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PART G - BIDDER


Person responsible for submitting the application:

Yvonne Clarke, Special Collections Librarian, National Library of Jamaica

Name

I accept all conditions of this Invitation and its Regulations, assuming full responsibility for the truthfulness of the information submitted to MOWLAC.

City Kingston _____ Date August 8 / 31 / 2010



Signature



Minute Books below Busts of Rev. John Radcliffe, Board of Governor and Frank Cundall, Secretary Librarian

Minutes of the first meeting of the Board of Governors of the Institute of Jamaica, held at the Public Library on the 2nd of August 1879

Present His Excellency Edward Maitland Esq. G. C. B.
 His Hon. W. J. H. H. H.
 Dr. Russell
 Rev. John Radcliffe

At the suggestion of Mr. Maitland Mr. Phillips was chosen Chairman of the Board. The Secretary was directed to write to him conveying the wish of the meeting that he should be Chairman of the Board.

Mr. Maitland was asked to act as Chairman for the present meeting. The matter of the proposed Jamaica Scholarship was then considered, when the Board

- (1) Expressed its assent to the suggestions of the Secy of State for the Colonies respecting the conditions under which the said Scholarship should be held as stated in the 2nd paragraph of the 11th Resoln. passed at the Meeting of the 24th Feb. 1879.
- (2) Also agreed with the Res^o of the Board that the proposed standard of examination is quite high enough.
- (3) And also is of opinion that the subjects of examination should be general and limited to special subjects.
- (4) And also agreed to the limit of age - 20 years - suggested by the Secy of State.
- (5) But considered that in stating the qualifications conferring the Scholarship to Jamaican men, after the words "the candidates should produce certificates that they were born in Jamaica" the words "or 75 per cent dominated in Jamaica" should be inserted.

Rev. Radcliffe asked whether a candidate applying himself to take up the proposed examination, though not obtaining the Scholarship would be recognized by the London University as having passed. The Chairman stated in reply that anyone going in for the examination

First page from Minute Book of 1879