



LIBRARY (600-699)

WHAT TO INCLUDE: Archival material, documents, faculties, log books, Bibles, books, Books of Remembrance, unframed photographs, plans and maps, terriers and inventories, registers and records etc.

Documents, registers etc. held in locations other than the church, e.g. at the County Record Office or with the Church Officials must be recorded.

General music books, sheet music and service books and service sheets or the existence of a lending library should be noted but items do not need to be individually recorded.

A box, cover or container of any material in which a book is kept or displayed is recorded with the book.

WHAT TO EXCLUDE: Anything in a frame or that belongs to the incumbent or other individual.

BEFORE YOU RECORD: These Section notes should be used in conjunction with Sample Pages, General Information for Recorders (in this Handbook) which includes **Recording an Object in the 1-10 format**; together with the books *Inside Churches* and *Recording a Church: an illustrated glossary*.

Useful Books (see Bibliography for full details)

- Glaister GA, *Encyclopaedia of the Book*. Oak Knoll Press 1996
- Tate WE, *The Parish Chest*. CUP 2010
- Darlow et al (revised Herbert AS) *A Historical Catalogue of Printed Editions of the English Bible* British & Foreign Bible Society 1968

Supplements available on the Church Recording Society's website include

- Recording Books.

- Conservation of Books and Textiles within Churches (a church information form).

LOCATION OF OBJECTS. This Section records the whereabouts and lists all the primary (original) documentation relating to the church. It is necessary to establish where the current and archive material is held (See Locating Archival Material at the end of this section).

PHOTOGRAPHY. Most objects will not need illustrating but if you have a book cover or title page which is difficult to describe a photograph or drawing may help. Books and documents of exceptional merit should be photographed.

NUMBERING. It is not necessary to start at the east end and follow round. There are some dedicated numbers as follows. (For Scotland 600-604, see [📄 8 Library & Communication Tokens in Scotland \(May 2018\)](#) in the Scotland section of the Church Recording Society's website)

- **600** is reserved for Registers and other items at County Record Offices, and the Diocesan Office/Diocesan Registry. In Scotland archives may be found at Register House in Edinburgh or other depository appointed by the church. Reproduce each list under a heading that gives the name of the office from which it came. This can be a direct reproduction of the list from an email attachment or scanned copy. Each page should be headed identically to the other pages of the section. If there is a large number of pages, it may be possible to exclude items not directly concerned with the church (e.g. schools, charities, surveyors of highways).
- **601** is reserved for Registers in church keeping. This includes those being held by the incumbent, churchwardens PCC secretary etc. In Scotland they are sometimes lodged with the Minister or Kirk Session. Registers are normally just listed with their dates, but a very old one may be worth recording as a book with a description of the binding etc.
- **602** is reserved for Faculties and Archdeacons' Certificates in church keeping. In Scotland this includes letters and permissions from relevant Artistic Matters / Fabric Committees. Record the full date of grant and the purpose for which it was given.
- **603** is reserved for Terriers and Inventories and other documents in church keeping. In Scotland this includes property registers and insurance certificates, Fabric Inspection Reports etc. If there are large numbers of documents, they may be Grouped together under alphabetic sub-headings e.g. A PCC minutes; B Insurance documents etc. Remember to give a date where possible.

- **604** is reserved for Bibles and prayer books dated before 1851. A transcription, or legible photograph or photocopy should be included of each title page of these books (see Recording Books supplement).

If there is nothing to record under a reserved number, say so. Do not use the reserved numbers for anything else.

Books of interest e.g., those commemorating a special event or with a special binding, should be recorded in **1-10 format** whatever their date. Books may be Grouped under types e.g., Bibles, prayer books, hymn books etc. under one number per set with alphabetic headings.

RECORDING AN OBJECT

- **Only use a pencil** for recording and making notes
- Wear a protective mask and gloves if you handle books with mould on them (see Recording Books supplement).

Complete the title line as shown in Sample Pages or General Information in this Handbook. For a book, this will usually be its title.

Complete as many as possible of the ten pieces of information requested in the **1-10 Format** beginning with a description at **1**. The **1-10** format must always be used for books in 604 and other books of interest (see above). Some objects of lesser importance or with little information to supply may be recorded without using the **1-10** format but any information given should be set out in the same order e.g. description followed by dimensions. See Sample Pages for examples. The notes below give additional points to take into account when recording this Section.

- 1** For Bibles state what they include of The Old Testament, Apocrypha and New Testament. Describe the outside of a book first i.e. binding, spine title etc. Then describe any bookplates or inscriptions. Heraldry on bookplates should be blazoned as set out in General Information. You do not need to blazon the heraldry of publishers or Dioceses. Note where the date or publisher is to be found, but put the information in **3** and/or **5-6**.
- 2** Help with identification of binding material can be found in the section entitled Paper in *Inside Churches* and also in the Recording Books Supplement.
- 3** In pre-1851 Bibles the date of the Old and New Testament may be different, check the title page of each. In Common Prayer Books some indication may be found by looking to see which monarch is named in the prayers (Morning and Evening Prayer) for the Royal Family. For books published by OUP (Oxford

University Press) and CUP (Cambridge University Press) see Dating Books by Printers in the Recording Books Supplement.

4 As format

5-6 Put the publisher in **5-6** as one rarely knows the designer. Engravers go here but **not** the artists who made the original picture.

7-10 As format.

Hint. Hymn books and other books in current use are liable to be moved frequently. Count them once, note the date of counting and do not put a location, stating 'The following were present on the day of recording'. If there is a large number of copies say "multiple copies".

When you have completed your final draft give to:

- Memorials Recorders, for inclusion in their list of Gifts given in Memory, for each gift the name(s) of the dedicatee(s), with their date(s) of death and the relevant object number.
- Group Leader / Compiler
 - A list of all names in the Section with their relevant object numbers (noting any agreed exclusions).
 - A list of all artists, craftsmen etc with their trade and relevant object number
 - Copies of any letters or emails you have received from experts for inclusion in the Record, omitting personal details.

Agree with your Group Leader who is to complete and send off any relevant information forms. The forms are listed in this Handbook and can be downloaded from the [Church Recording Society's website](#).

SECTION CHECKLIST

Dedicated numbers 600 - 604 used correctly
County Record Office list in 600 is clean and legible
References given for any information not on the object.

RESEARCH

Library Recorders are usually responsible for passing on information that may be of help to other Recorders, for instance, giving them details of a relevant faculty. Faculties merit close scrutiny for information. They may additionally wish to search documents such as PCC (Parochial Church Council) minutes and make a History File (see General Information in this Handbook) of material to pass on to other Recorders. If not, another Recorder should be assigned to do this.

LOCATING ORIGINAL ARCHIVAL MATERIAL FOR RECORDING IN THE LIBRARY SECTION

600A Documents held at County Record Offices

The church will archive its old files to a local **Public Record Office**. Over time diocesan boundaries have changed and old records may have been archived in one or more different Record Offices, so you may have to check more than one. Most will send you their list of documents held as an email attachment which can be incorporated directly into the record. You may find that there are things you want to examine, for which you will need to go in person. The first time you visit a Record Office you will usually need to get a reader's card for which you will need photo ID.

600B Documents held by the Diocesan Registrar (*Give address*)

Faculties and **Archdeacon's certificates** are drawn up by the Diocesan Registrar, a Solicitor who deals with legal matters for the diocese, and keeps copies of Faculties granted and associated correspondence. In some cases the Registry operates from the Diocesan Office. Some Registries also have a Faculty Book listing Faculties and Archdeacon's Certificates granted as well as anything to do with the Church Court.

Locate the Diocesan Registrar by checking www.diocesanregistry.co.uk

If you get in touch you can find out what files are still in the Registry office and where any older files have been archived.

A list of Faculties and Archdeacon's certificates from this source should be complete and is a useful addition to those found from other sources. To see the Faculty records, you will usually need to go in person, by appointment, to the solicitor's office or Diocesan office. From these you can list the Faculties granted to the church with the dates and a brief résumé of the subject matter. Some solicitors will do it for you, but check whether there is a charge! Where there is an overlap, in that you have found the same faculties in different places, you can just give the date and a cross reference to one of the other lists.

601 Registers in church keeping

The current **Baptism, Marriage and Burial Registers** for the church will either be in the safe, or the incumbent or churchwarden will have them. Earlier ones will be held with other church archives. There will always be two copies of the current marriage register. **Register of Services** – all services are listed, sometimes

including dates of dedication of new or restored furnishings.

602/603 Documents in church keeping

Faculties and **Terriers and Inventories** are usually in the possession of the incumbent or churchwarden. Ask if you can see the **PCC Minutes** and **Accounts** and list the years held. You may have to search for non-current paperwork and other documents, including the Church Logbook (a sort of inventory, listing additions, repairs etc.) and recent Quinquennial Reports made by the Diocesan Architect.

These documents are often sources of information for other sections. An inspection of these could produce useful information for the History File (see General Information).