

MISCELLANEOUS (800-899)

TO RECORD OR NOT? Miscellaneous is primarily for the recording of **significant** objects which do not fit the specifications of the other Sections. Secondly, it is where to record, very briefly, objects which merit mentioning but do not have the significance to be recorded in detail. For example:

816 Kitchenette
end

NORTH AISLE NW

Equipped Kitchenette, crockery and cutlery

There are examples in Example Pages. The recording of artefacts is the recording of craftsmanship, design and/or significance.

Use your discretion as to whether or not the object merits permanent recording. Brief details, at the most, of children's corner equipment, utility furniture not covered in any other Section, the contents of maintenance, cleaning and flower arranging areas, and of the kitchen and cloakroom / WC. Office equipment is usually not recorded.

WHAT TO INCLUDE: The following, if **noteworthy** - ceramics, permanent clocks, electronic organs (and their benches or stools), antique fire equipment, flooring including noteworthy metal heating grilles, glass doors and plain glass screens, special glassware including quality glass altar cruets with no precious metal parts, harmoniums (and their benches or stools), heating, lighting, mirrors, mosaics (both wall and floor), other musical instruments (but not bells), pianos (and their benches or stools), pipe organs (and their benches or stools), plaster or plastic statues, figurines and models, tiles (both wall and floor), turret clocks including tune barrels and carillons.

Any memorial or dedication tablet or plaque relating to an object in this section but not part of it must be recorded with the object.

WHAT TO EXCLUDE: Chandeliers and candelabra (which are in Metalwork or Woodwork), pulpit lights recorded with the pulpit and any of the above when it is supplementary to an object in another Section. Check that furniture has not been recorded already in the Woodwork Section. Do not record anything that does not belong to the church.

BEFORE YOU RECORD. These Section notes should be used in conjunction with Example Pages, General Information for Recorders (in this Handbook) which Carpets and mats worth recording are recorded in Textiles and integral wooden plinths under benches in Woodwork. Where a fitted carpet is laid, a cross reference should be given to Textiles e.g. Chancel laid with fitted carpet (see 4--). Do not take up carpets without prior arrangement.

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.
 - Suggestions of objects of special significance.

Check that you have all the photographs you need and make final copies of your outline drawings, which can be scanned and reduced if necessary.

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 website.

SECTION CHECKLIST

Help given on site with recording the organ and turret clock acknowledged at 10
Dedicated number 800 used correctly
References given for any information not on an object.

[Churches and Recording a Church: an illustrated glossary](#) in the [Resources Sector of the website](#)

Useful Books (see Bibliography for details)

- Gill. B. *Introduction to the Recording of Church Organs.*
- McKay. C. *Turret Clock Keeper's Handbook*
- Stopford J. *Recording Medieval Floor Tiles.* CBA Practical Handbook 1
- *The Organ, Church Clocks, Medieval Tiles, Church Tiles of the 19th Century and 20th Century Tiles.* All Shire Publications.

Supplements available on the Church Recording website include

- Recording Church Organs.
- Checklist for Recording a Pipe Organ.
- Turret Clock report form.

PHOTOGRAPHS AND DRAWINGS. Liaise with your Photographer and Group Leader to decide which objects should be photographed or illustrated. Ensure that special details are not overlooked. Colour photos are essential for tiles and mosaics.

NUMBERING

800 is reserved for the organ(s), both pipe and electronic. If there is no organ, state this at 800. Do not use this number for any other object.

If there is more than one organ they should be numbered 800A, 800B etc. with pipe organs before electronic organs. Organ benches are recorded with the organ.

801 When numbering the rest of the objects found for Miscellaneous, it is not necessary to work clockwise around the church if another sequence appears more logical.

Establish your numbering order and agree the list with your Group Leader and Photographer. Your Group Leader will check all the lists to make sure that nothing appears as an object on more than one list.

RECORDING AN OBJECT

Complete the title line as shown in the Example Pages or General Information in this Handbook. Complete as many as possible of the ten pieces of information requested in the **1-10 Format**, beginning with a description at **1**. 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 the Example Pages for examples. The

notes below give additional points to take into account for this Section.

Pipe organ Unless you are an organist, you will need expert help (see List of Expert Advisers). Look at the supplements and books listed above. Enlist the help of the organist and/or whoever maintains the organ to complete the checklist for you.

There may be a specification you can use. Include the case pipes, console, lights, the bench and any plaques relating to a restoration or gift relating to the organ. You may find information in faculties or online at the National Pipe Organ Register (NPOR) website, but this may be out of date or incorrect so check with care. The organ builder's website may also help. If there is a maker's, repairer's or tuner's label on the console, record it in **1**. Note the sources of oral or written help in **10**.

Electronic organs Record only the make and model number for the technical details, but there may be interesting information about the history or maker to add.

Turret clock Use the Turret Clock forms and books noted above and consult the tower captain or whoever checks or winds the clock. The DAC clocks adviser or the person who maintains it may also have useful information. The clock movement case is likely to be in the tower, lower than the bells and perhaps in the ringing chamber so should be reasonably accessible. Should this not be the case, enlist the help of one of the above to complete the forms. The turret clock may include a tune barrel or carillon. Remember to record the external dials and their location.

Floors The different areas of flooring can often be shown most clearly on a plan of the church which should be inserted in the Record at this point. The flooring number is then sub-divided into A, B, C etc. and the flooring described by area. Research patterned, medieval or Victorian tiling and add drawings or photos of the designs.