



PAINTINGS ETC (500-599)

WHAT TO INCLUDE: Benefaction boards, commandment tables, hatchments, lists of incumbents, peal boards, Royal Arms (except if in a window, then include in the window), Stations of the Cross (all of this Group, starting with Royal Arms, then hatchments, are recorded in Paintings etc., regardless of material). Baptismal or cradle rolls (not necessary to transcribe), hanging paintings and anything glazed and framed as a picture, such as an embroidered picture), Peal Boards, photos, plans, prints, maps etc. which are on, or intended for, display, wall paintings, texts and stencils, unless excluded below.

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

WHAT TO EXCLUDE: War Memorials and Rolls of Honour (always recorded in Memorials), loose photographs and pictures (recorded in Library), memorial plaques relating to objects in other sections. Textiles framed on the advice of conservators (recorded in Textiles). Temporary displays.

Do not record anything on loan to the church.

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)

- Brooke-Little JB, *Royal Heraldry*. Pilgrim Press
- Rouse EC, *Medieval Wall Paintings*. Shire Publications
- Summers P, (ed). *Hatchments in Britain* (a series by area). Phillimore

Supplement available on the Church Recording Society's website.

Guidelines for Heraldry

PHOTOGRAPHS AND DRAWINGS. Discuss photographs and illustrations for the Record with the Group Leader and Photographer to ensure that special details are not overlooked.

NUMBERING

- **500** is reserved for **Royal Arms**
- **501** is reserved for **Hatchments**

If there are more than one, number **501A, 501B etc.**

If there are no Royal Arms or Hatchments, put “none” and do not use this number for any other object. Otherwise from 502 on, start at the liturgical east end of the church and work round clockwise, not forgetting the tower, where the peal boards are often located, nor the vestry. It is important to keep pairs or sets together and record them as a group, e.g. 504A, 504B.

RECORDING AN OBJECT

Complete the title line as shown in Sample 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 Sample Pages for examples. The notes below give additional points to take into account when recording this Section.

Royal Arms: there is no need to blazon the Royal Arms, nor to use the **1-10** format unless there is something very special about them. *Inside Churches* has full details to help you identify them and the Sample Pages show how to describe them. The location will go on the title line and the measurements on a separate line after the description.

If there have been alterations (sometimes Royal Arms were updated) or additions of initials or dates, the **1-10** format will have to be used and details of changes etc. entered in **7**.

Hatchments should be recorded as shown in Sample Pages. In most cases details, including blazoning, will be found in *Hatchments in Britain*. Check that the blazoning matches the actual Hatchment and note any errors. If in doubt, check with your local heraldry expert. You may find a little more personal details about the person but if he or she is already referred to elsewhere, give that object number as a reference e.g. (for a history of the family see 007).

Commandment Tables show the Ten Commandments, the Lord's Prayer and the Creed, and do not need transcribing in full. Just note in **1** the style of lettering and any archaic spelling or mistakes together with the rest of the description.

Framed Copies of poems, welcome notices, tables of fees etc. do **not** need transcribing in full.

The following must either be fully transcribed or recorded by a high definition photograph showing all the text clearly: Benefaction Boards, Lists of Incumbents, Peal Boards, Ringers' Rules, seating notices and commemorative notices. Bells' specifications may be recorded here, or in Metalwork as a sub-section notice with the tower bells. Transcriptions should either be set out as on the object or, if very long, continuously with a forward slash / at the end of each line of the inscription and a final / at the end. Put a space each side of the slash so that is shows clearly.

Reproductions of paintings: state in 1 very clearly that it is a print or copy and not an original e.g. A copy of *The Flight into Egypt by Rembrandt*. The name of the print-maker or copyist can be given in **5-6** but **not** the name of the original artist.

Hints: See the Heraldry Advisers List for contact details of local experts. Discuss with your Group Leader who may have other sources of information to explore first but advice on paintings and other works of art can be sought from experts in museums and galleries including the V&A.

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 download from the [Church Recording Society's website](#).

SECTION CHECKLIST

Dedicated numbers 500 and 501 used correctly
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Heraldry is blazoned and set out correctly

Check the transcriptions in the typed copy against the objects to ensure accuracy

References given for any information not on the object.