



## PAINTINGS ETC LAYOUT – AIDE MEMOIRE

(After **Royal Arms** and **Hatchments** numbering commences from the east end and continues clockwise.)

**The condition of items in this section appears satisfactory unless otherwise stated.**

**500 TYPE OF ITEM Phs**

**CHANCEL, S Wall E**

### 1 DESCRIPTION

**Royal Arms (500)** - UK or Scottish?

**Hatchments (501)** - must be blazoned

**Ten Commandments, Lord's Prayer and Creed** - do not transcribe in full but note lettering, archaic spelling, mistakes etc

**Benefaction Boards, List of Incumbents, Peal Boards, Ringers' Rules, Seating Notices, Commemoratives Notices** - must be fully transcribed or a clear photo

**Reproductions of paintings, framed notices of poems, welcoming notices, tables of fees, baptismal and cradle rolls** - state if it is a print or copy and not an original. Do not need transcribing in full.

**Loose photographs and pictures** - record in the Library Section

**Bells/organ specification notice** - may be recorded here or as a sub-section of the bells

2 MATERIALS e.g 'Wood, canvass, glass (ref a)' (commas but no full stop)

3 DATE OF MANUFACTURE Unless the date is known and referenced use (e.g.) First quarter 19<sup>th</sup> C. second quarter or c. 1910 (no full stop at end)

4 MEASUREMENTS l. 12 x w. 6cm (no full stop or s after 'cm') Say inaccessible if there is no means of measuring.

5 ARTIST Look for signature on paintings, signed photographs - check the back of items

6 MANUFACTURER - look for label or signature

7 HISTORY - include repairs and changes if referenced. History can be cross-referenced e.g. 'For history of the Family see 004'

8 DONOR AND DATE OF DONATION - check church records, inventory, faculties

9 MEMORIAL INSCRIPTION- memorial or dedicatory inscription **only**. Description of the lettering goes in 1 above. Indent the text of the inscription.

10 REFERENCES List any references quoted from an outside source

- Book: author, title, edition, publisher and page reference.
- Documents/faculties: type of document, date, accession number.
- Oral: e.g.: Orally Mr AB Jones, Churchwarden, date.
- Website: Crofts, family website, web address, date of consultation.
- Expert: name and status of expert.