



RECORDING A WINDOW - CRIB SHEET

BEFORE RECORDING PLEASE READ THE WINDOWS HANDBOOK

TITLE	
To include window number, the number of main lights and number of tracery lights plus position in church	See sample pages - Windows page 2
Draw an A4 diagram of window giving each light a number in brackets - must be in brackets	See sample pages - Indicate position of maker's mark. Draw in position of any opening window - Prue/Trish will be happy to draw the window for you
PARA 1	
Stonework:	
Age (this is just of the stonework not the glass)	Usually found in: The Church Guide; The RCHM (now Historic England) records - often held at your local Library; on line http://www.british-history.ac.uk Say if the window has been restored give reference
Style of tracery	See Recording a Church: An Illustrated Glossary, pages 42 and 43. If your pattern of tracery is not there just say 'as drawn'
Type of arch(es)	See An Illustrated Glossary, pages 12 and 13 and Handbook p. 34
Reveals	Deeply splayed or shallow
Jambs	Flat, chamfered or moulded
Sill	Flat, sloping, chamfered, moulded
Mullions	Chamfered, rolled, moulded
Other features	Columns etc.
Tracery Lights	
Start with shapes	Inside Churches page 232. Lots more shapes on page 85. If your shape is not there just say 'as drawn'
If they are plain lights with quarries	Describe the shape of the quarries - diamond, rectangular, square, other - some may be filled with coloured glass
Diaper quarries	Recording a Church: An Illustrated Glossary page 20 - describe decoration
Pictorial/geometrical designs	Describe the decoration making sure you give the light the right bracketed number. Start with common features.
Main Lights	
Describe	a) shape of heads of lights; b) where the opening window is (if any) and then describe the common features e.g. borders/architectural canopies/backgrounds/plinths
Identify whether it's a biblical story or, if a figure, identify the	If narrative say what it relates to in the bible. See Sample pages Windows pages 2-5

person. Put title of subject as heading.	Website https://newchristianbiblestudy.org A very useful website is http://www.stainedglassrecords.org but check as it is not always right. If figures look for the attribute(s). Inside Churches pages - pp 12-29. Don't guess, if you don't know who it is just say 'figure'.
Main characters	Describe posture p.23, nimbus pp. 23 & 25, clothing p.30-48 Inside Churches.
Animals/birds etc	Do they have religious significance? Describe posture
Heraldry	All heraldry must be blazoned. Speak to Judy about this and ask David to take a close-up photo of the heraldry.
Predella (panel below main representation)	Usually narrative or figure/angel. Again, if narrative, try to say what it relates to in the bible - don't guess - ask or consult the help desk. Can also be geometrical shapes or flowers/leaves etc.
Inscriptions	Describe position/lettering/decoration of <u>all</u> inscriptions in this para. Inside Churches 80 to 85. Only words of the 'memorial' inscription go in para. 9.
Maker's mark	Describe the maker's mark and indicate where it is in the light. No need to mention who it is as the name goes in paras. 5 and 6. Ask David to take a close-up photo.
Condition of windows	Note any broken/cracked glass; damage to stonework and ironwork
Is there a plaque relating to the window?	Record here - see Sample Pages, Windows, page 5.
PARA 2	Stained/coloured glass and paint - don't forget the stone and lead or any metal work associated with opening lights
PARA 3 Only take the date of death as the date of insertion if inscription indicates date	Do some research through faculties, newspaper articles etc. Website: http://www.stainedglassrecords.org
PARA 4	Just measure the glazing. Sample pages Windows p. 10 If not possible just put 'inaccessible'
PARAS 5 & 6 Maker's mark	See Stained Glass Marks & Monograms. Put in your reference
PARA 7	History of person(s) the window is in memory of and the donor. Internet and OPC website are good sources. Put in your reference
PARA 8	Only the name of donor and date of donation
PARA 9	Only the words of the memorial inscription as they appear in the window. Be very careful with transcribing inscription.
PARA 10	List your references. If using a book include the title, publisher and date of publication and the page number. If from a website give the web address. The full reference of title, publisher etc will be included in the introduction and a shortened version will be put at the end of the recorded object.

General point:

Any foreign language inscriptions are to be translated and Roman numerals translated to Arabic numbers