



## RECORDING LIBRARY REMINDERS

### PLEASE REFER TO

- **THE HANDBOOK LIBRARY SECTION (600-699)**  
(ESPECIALLY FOR WHAT TO INCLUDE AND EXCLUDE)
- **SAMPLE PAGES- LIBRARY**
- **INSIDE CHURCHES- PAPER & BOOKS & BOOKBINDING**
- **WEBSITE: churchrecordingsociety.org : Members Area**
  - SAFETY AND HANDLING PROCEDURES**
  - RECORDING BIBLES & PRAYERBOOKS**
  - RECORDING THE BOOK AND BINDINGS**
  - GLOSSARY for LIBRARY**

*Library Recorders are usually responsible for passing information that may be of help to other recorders, e.g. details of a relevant faculty. It would be helpful if any history or results of research could be collected in a History File for relevant additions and access by other sections.*

Only use a pencil for recording and taking notes.

Never wear cotton gloves when handling books, clean hands are best.

Wear a protective mask and gloves if you handle books with mould. (ffp2)

For further information see **Safety and Handling Procedures**.

### **The following numbers are dedicated numbers and are reserved:**

See separate list for Scotland and details in Handbook

**600** A list of documents deposited in the Diocesan Record Office and County Record Office.

**601** Registers in the churches keeping

**602** Faculties and Archdeacon's Certificates in churches keeping

**603** Terriers and other documents held by the church,

**604** Bibles and Prayerbooks dated before 1851..

### **Scotland numbering:**

**600** Scotland : Registers and Records outwith church keeping

**601** Scotland : Registers and Records within church keeping

**602** Scotland : Letters and Permissions

**603** Scotland: Property Registers



## RECORDING LIBRARY REMINDERS

**604** Scotland : Bibles and Prayerbooks dated before 1851

**IF THERE IS NOTHING TO RECORD UNDER A RESERVED NUMBER SAY SO**

**DO NOT USE THESE NUMBERS FOR ANYTHING ELSE**

List the rest of the books under headings and numbers e.g. 605 Bibles, 606 Prayerbooks, 607 Hymn Books, 608 Music and Choral, 609 Miscellaneous books. Use A/B/C for more than one book in number.

Count large numbers of books, such as Hymn books. Prayerbooks, hymn books etc are liable to be moved around the church. Count them once and make a note of the date in the record :

**The following were present on the day of recording.**

Note "Gifts given in memory" for the Memorial Section and names in any inscriptions.

**RECORDING A BOOK See HANDBOOK LIBRARY SECTION**

The Books section in *Inside Churches* includes a glossary of terms and aids for description. See **Recording Books and Binding** for descriptions and **Recording Bibles and Prayerbooks** for dating Bibles and Prayerbooks and **Glossary** on website, Members Area-Library.

**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 exterior of a book should be described first followed by the interior in this order:

The binding (eg black leather-covered boards), details of spine and cover, (bands, label, words, decoration, any blind/gold tooling). Any other external features such as edges, headbands, ribbon markers etc.

Then the internal features such as turn-ins, doublures, endpapers etc. Describe any inscriptions, notes etc (but transcribe the text of any memorial at 9). Heraldry (eg on a Bookplate) is blazoned here (but not of the publisher or diocese). Illustrations or maps should be noted and the names of artists (pinxit) or engravers (sculpsit) put at 5-6. Do not put at 5 the names of an Old Master (eg Rembrandt) whose work the engraver has copied.

For pre-1851 Bibles a transcript or clear photograph of the frontispiece must be provided. (After this date the frontispiece was standard.)