

RECORDING TEXTILES AIDE MEMOIRE

BEFORE RECORDING PLEASE READ THE TEXTILES HANDBOOK SECTION, ALSO LOOK AT TEXTILES SAMPLE PAGES AND INSIDE CHURCHES PAGES 152-166.

FORMAT NUMBER 1-10	HELPFUL REFERENCES
<p>1. DESCRIPTION: Name the: type of fabric and design; braids and fringes; (No need to describe pattern – use name of design from catalogues); colour; linings; fillings if appropriate.</p> <p>Plus additions: embroidery: machine/hand-sewn stitches; appliqué; lettering; canvas work; labels and their position; fastenings: metal and wooden fitments are recorded with hangings.</p> <p>If there are numerous kneelers record using the table format - see p. 5</p> <p>Recording altar linen and vestments: Items with little information are recorded without the 1-10 format. A basic description is given with the measurements at the end.</p> <p>Personal vestments belonging to the incumbent, minister or other member of the church should not be recorded.</p> <p>Recording army standards, guidons and colours see p.11</p> <p>You only need to state <i>condition</i> of any item if there is deterioration.</p>	<p>Catalogues of Church Furnishings: Vanpoules, J. Wippell and Co. Ltd (EP has copies). Watts and Perkins patterns on Ch Rec. website.</p> <p>Ecclesiastical Embroidery - B. Dean</p> <p>'Inside Churches': Vestments pp.44-48 Crosses pp. 49-52 Textile terms pp. 152-153 Embroidery stitches: pp 154-155 Veils and Cloths: pp.158-166 Banners: p. 162 Carpets: pp.163-166</p> <p>Kneelers p.161 Jackson's of Hebden Bridge web site for kneelers</p>

<p>2. MATERIALS: List all main materials used.</p>	
<p>3. DATE: Date of manufacture if known. This may be recorded on the item e.g. kneelers.</p>	<p>Check church Inventory to find date of purchase/donation.</p>
<p>4. MEASUREMENTS: Generally record in whole cm. Vestments - limited measurements.</p>	<p>See p. 6-9 See also p.10 for vestment measurements.</p>
<p>5. ARTIST etc: May be written on attached label of item. e.g. Kneelers</p>	<p>Check church documents. Also local knowledge.</p>
<p>6. MANUFACTURER: Check any attached label.</p>	<p>Check church records. Local knowledge. Furnishing catalogues indicated in (1) above</p>
<p>7. HISTORY: Any renewals or repairs as found in Inventory. May have come from another Church.</p>	
<p>8. DONOR: Name and date of any gift/presentation to the Church.</p>	<p>Found on labels, church documents i.e. church inventory or minutes. Also local knowledge – state who gave this knowledge under references.</p>
<p>9. MEMORIAL INSCRIPTION: Usually only found on kneelers. There may be a memorial plaque in the church related to a gift. Text must be given in full, and full <i>description</i> of text given in (1) above.</p>	
<p>10. REFERENCES: List all books, documents in full, i.e.name, author, date of publication, printers and page numbers. Also list any oral information and websites.</p>	