



## WOODWORK RECORD – AIDE MEMOIRE

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

### 301 TYPE OF ITEM Phs

NAVE, SW Corner

- 1 **Description.** Items are numbered clockwise starting from the Altar but completing Chancel before going on to Nave etc. As agreed with your Group Leader leave one or two spaces after a full stop and type in Times NR 12 or Arial 11 throughout, including at 9. There may be other agreed local styles but it must be consistent. Start with a general description, followed by the detail. Start at the top of the object and work downwards. Photographs can take place of complex descriptions. Doors are described Interior, Furniture; Exterior, Furniture, and are included as you come to them or bunched at the end of the section. Describe any inscription, including archaic spelling, with a forward slash at the end of each line; but any memorial inscription is recorded exactly as seen in 9.
- 2 **List of materials** e.g. Oak, brass (commas but no full stop)
- 3 **Date of manufacture** e.g. '1856' or '19<sup>th</sup> C., by appearance' or 'First quarter 19<sup>th</sup> C.' (no full stop at end, full stop for abbreviation of Century – either C. or c.)
- 4 **Measurements:** Always height x width x depth. Can use length and diameter where appropriate. E.g. h. 12 x w. 6 x d. 1cm or l. 12 x w. 6cm or diam. 7cm (no full stop or s after cm and only one cm in a line, at the end). If there is no means of measuring, state Inaccessible.
- 5 **Artist,** designer, craftsman if known. If there is more information, a reference (ref. a) can go into 10 as a)
- 6 **Manufacturer,** if known. If there is no information in a section insert - . If consecutive paragraphs are blank group them together e.g. 5-8 -
- 7 **History,** including repairs and changes of location. May need reference in 10 for the source of information e.g. (ref. b).
- 8 **Donor** and date of donation
- 9 **Memorial inscription.** Text of the inscription, indented. If there is archaic spelling such as the long s mention it in paragraph 1 and quote [sic] after the word. If parts are illegible put [- - -] around missing letters or words. A forward slash is used to show the end of a line and there is a final one at the end. If it is not in English or is obscure, add the translation below in square brackets.

## 10 **References**

These can be, for example, from a book (author, title, edition, publisher and page).

Documents (type of document, date, accession number).

Verbal (Mr Alfred Jones, Churchwarden, verbally date).

Website (website title, web address, date of access).

Expert (name and status of expert, date).