



Church Recording Society

Charitable Incorporated Organisation

Scotland - Deposit of Records locally

In Scotland, the following copies of a Church Record are deposited by the Group and not sent via Church Recording Society (CR Handbook page 80):

3 Ascertain whether or not there is a central or regional archive in Scotland. If so: Colour laser print paper copy of the PDF version of the text & photographs. Soft-bound

4 National Library of Scotland: Colour laser print paper copy of the PDF version of the text & photographs Soft-bound

5 The Local Record Office Colour laser print paper copy of the PDF version of the text & photographs. (Additionally, or instead, a digital copy could be provided see Digital copies of the Record above) Soft-bound

The following applies instead of the notes on page 83 of the Handbook:

The following should be copied and pasted into a letter from the Church Recording Group Leader addressed to the recipient:

[name of Church Recording Group] is depositing a copy of the Church Record it has made of the furnishings and artefacts of [church, parish, location].

The copyright of the contents of the Church Record is held by Church Recording Society.

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- A. Non-commercial use by the church recorded with the permission of the Church Recording Group's Leader;
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Description of Record:

It is requested that the Church Record should be indexed as "[County, place, church] Church Recording Society Church Record [date]".

Depositor details:

The depositor is Church Recording Society Charitable, registered in England as Charitable Incorporated Organisation number 1192947 and registered in Scotland as

charity no. SC051056, on whose behalf it has been deposited by the Group Leader of [name of Group]. The name of the depositor may be made public.

Public Access:

- a. It is for the church recorded and church authorities to decide and instruct upon public access to the whole or parts of the Record;
- b. Church Recording Society recommends that the Records are not kept on open shelves, but
- c. are to be made available on request to members of the public who possess a valid reader's ticket, with extra care in relation those parts containing information about valuable or vulnerable artefacts.

Terms of Deposit:

A gift/permanent deposit [*delete as appropriate*].

Contact: scotland@churchrecordingsociety.org.uk. Website:

<https://churchrecordingsociety.org.uk>. Principal office: 2 Hilbury Close, Amersham HP6 5LB