

This Powerpoint was originally created for a Training Day presentation. Whilst not to be taken as a substitute for the Handbook and guidance, it is an excellent pictorial introduction to the Recording of a church Library.

For the website, it has been reduced. This version is not good enough for projecting as a Powerpoint presentation. We have it thanks to the Sherborne Church Recorders, Patricia Johnson, one of their Recorders and Trustee Howard Clarke.

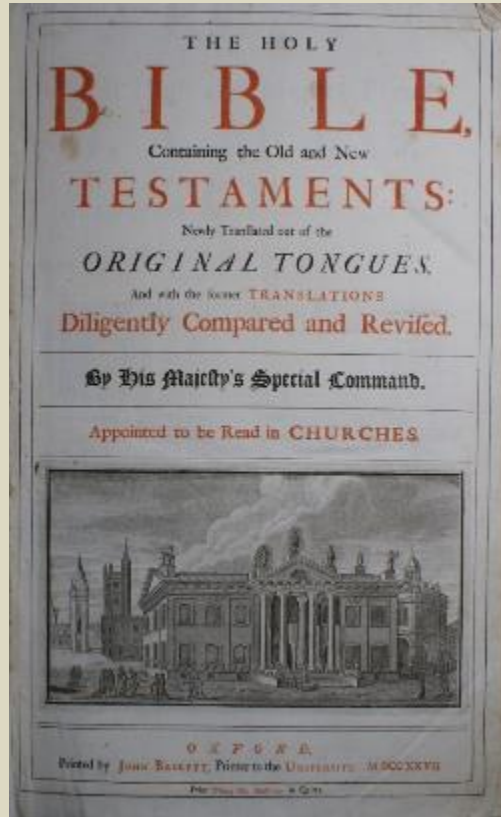
The full power version is available for Church Recorder presentations. Apply to enquiries' churchrecordingsociety.org.uk



Church Recording Society

Charitable Incorporated Organisation

Registered in England charity no. 1192947 Principal office 2 Hillbury Close, Amersham, Bucks HP6 5LB



LIBRARY SECTION

WHAT TO INCLUDE APART FROM BOOKS!

Unframed photographs (Framed photographs go in Paintings Etc.)

Plans and maps

Terriers and inventories

Registers and records

IMPORTANT - BEFORE NUMBERING

If handling books with
MOULD wear a
protective mask and
gloves

Always use a pencil for
recording



NUMBERING

List the books and other items giving each 'type' a number followed by A, B, C, etc.

No need for location – count once and say 'the following were present on the day of recording'

DEDICATED NUMBERS

The following numbers should only be used for:

600 - Registers and historic documents lodged at the County Records Office(s)

601 – Registers in Church Keeping

602 – Faculties and Archdeacons' Certificates in Church Keeping

603 – Terriers, Inventories and other papers in Church Keeping

604 – Bibles and Prayer Books dated **before 1851**

NUMBERING CONT'D

Follow this numbering by:

Bibles after 1851

Prayer Books after 1851

Modern books and multiple copies

e.g. Book of Common Prayer (lump together)

Hymns Ancient and Modern (lump together)

Other Books

e.g. Book of Remembrance; Visitors' Book

600 County Records Offices (CRO)

Historic documents could be in more than one CRO

Find out what is there from either, telephoning, visiting or looking on-line

List everything to do with the Church not the whole Parish



EXAMPLE

600A

REGISTERS AND RECORDS

held at the DORSET HISTORY CENTRE

PE/LIL

Registers		
RE 1/1	Christenings and burials	1712-1810
	Marriages	1712-1752
RE 2/1	Marriages and banns	1754-1812
RE 2/2	Marriages (entry nos. 49-300 are blank)	1813-1843
RE 2/3	Marriages (entry nos. 84-500 are cancelled)	1837-1975

Churchwarden's accounts		
CW 1/1	Account book	1789-1949
CW 1/2	Receipt and bills for work done to the Church	1771-1785
CW 1/3	Receipt given to William Hutchins for the parish registers of Lillington and Beer Hacket	1613
CW 2/1	Minor faculty authorising erection of memorial to Captain Peter Dalley	1959

601 – 603 RECORDS ETC. IN CHURCH KEEPING - LIAISE WITH PCC

They could be with the Churchwarden, Secretary, Rector or someone else. You need to record:

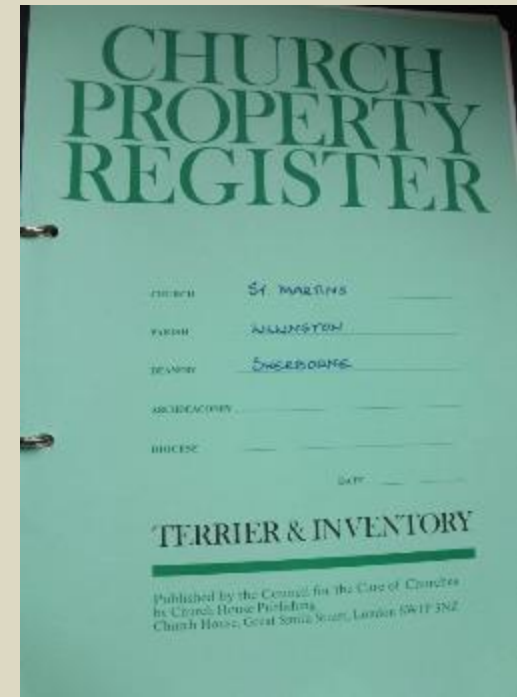
Dates of Minutes – helpful to read minutes and pass on appropriate information to other sections

Dates of Registers

Faculties and Archdeacon's Certificates – again useful for other sections

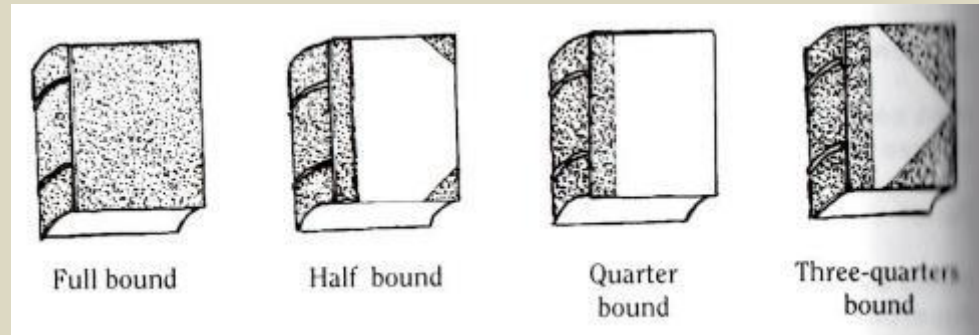
Terrier and Inventories – very useful

Any other documents

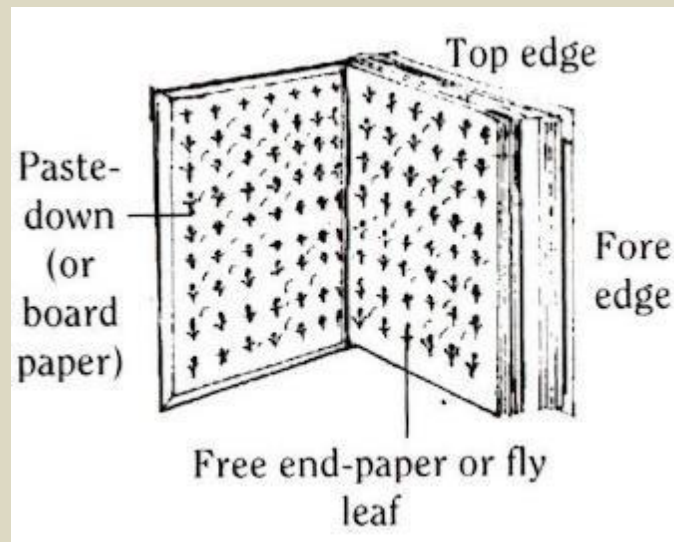
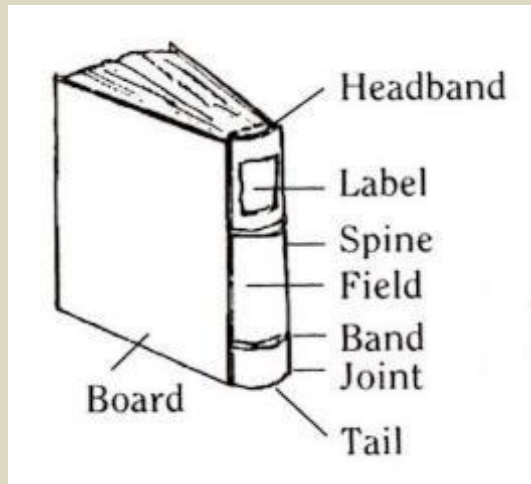


Terms for Recording Books

Binding



Parts of book



Inside Churches p.146

BIBLES AND PRAYER BOOKS BEFORE 1851

Must be in the 1-10 format

Title as **Sample Pages, p. 5**

What version is it? **Check church recorders' website**

Does it contain both the old and new testaments and the apocrypha?

Check dates of old and new testaments they sometimes differ

Dating Prayer Books: look for which Monarch is named in the prayers

Para. 1 - EXTERNAL FEATURES FIRST

Type of binding e.g. leather full bound. Note if rebound.

To identify binding see church recorders' web site

Details on spine, front and back boards - is tooling involved?

Inside Churches p.145



1772

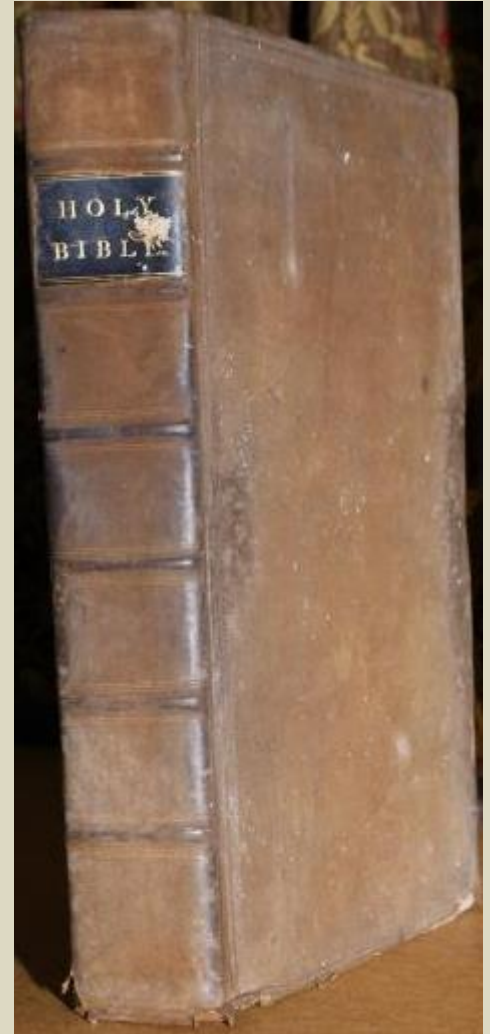
EXTERIOR CONT'D

Edges: gold-coloured,
sometimes red

Headbands

Number of bands on spine –
raised or flat?

Ribbon markers **Let textile
recorders know**



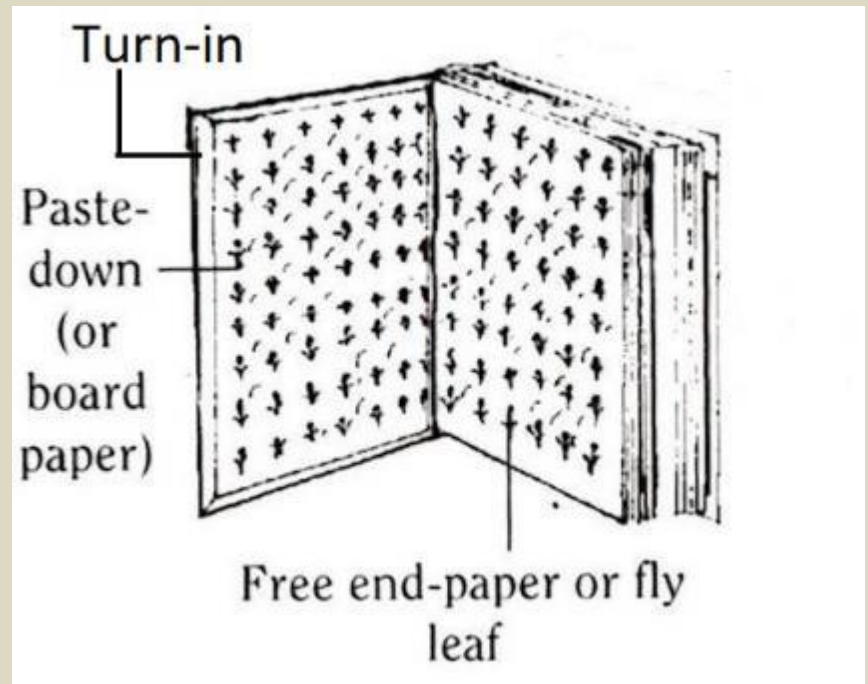
INTERNAL FEATURES

Turn-ins

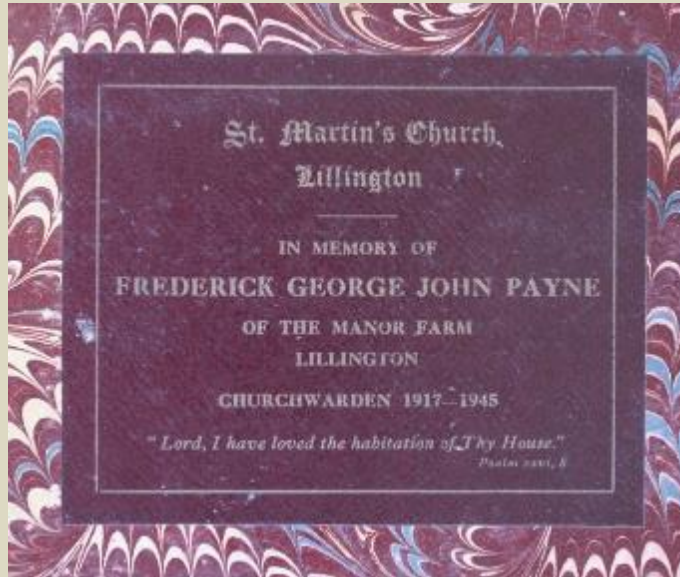
Doublure (silk or leather inside lining of board)

Pastedown – plain, coloured, decorated

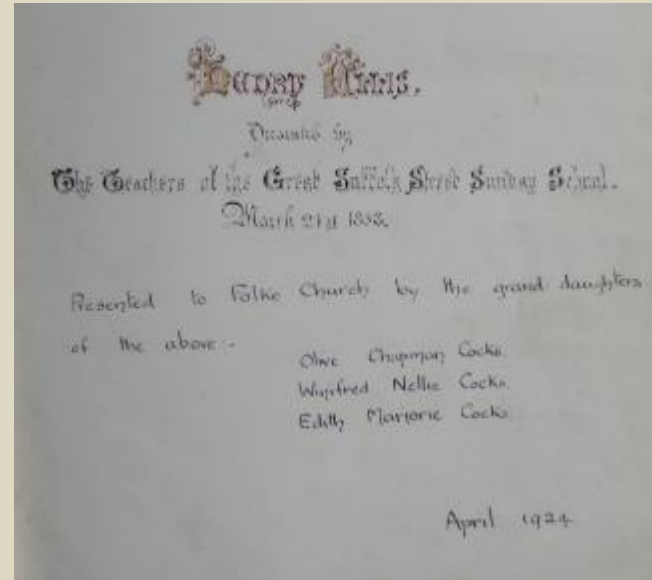
Flyleaf



IS THERE AN INSCRIPTION?

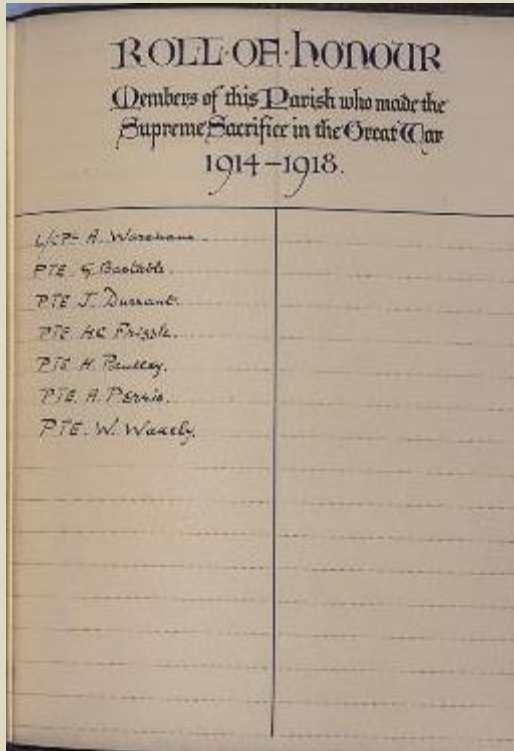


Memorial
wording goes in para. 9



Gift
wording goes in para. 1

OTHER INTERESTING FEATURES



Memorials or Library?



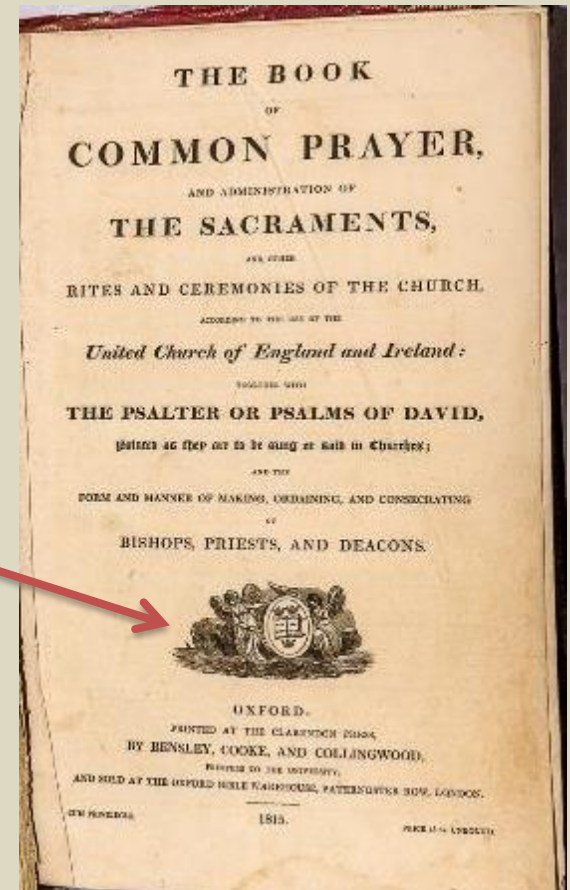
Book-plate - **Heraldry**
should be blazoned

TITLE PAGE

Only transcribe the Title Page of pre-1851 bibles and prayer books

No need to blazen publisher's coat of arms

Always take a photograph of Pre-1851 books



HAND-WRITTEN INSERTIONS

Look for changes of Monarch – old monarch crossed out and new one inserted – useful for paras. 3 & 7

Maybe notes written by the owner – historical value for para. 7

BIBLES AND PRAYER BOOKS AFTER 1851

Same as Pre-1851 but no transcription of title page

If of lesser importance or of little interest can be recorded without the 1-10 format

MULTIPLE COPIES

e.g. Book of Common Prayer, Hymns Ancient & Modern: These do not have to be in the 1-10 format unless interesting history [see Sample Pages pp. 6-7](#)

BOOK OF REMEMBRANCE

1-10 format and if in a case record the case with the book – cross reference the case to appropriate section

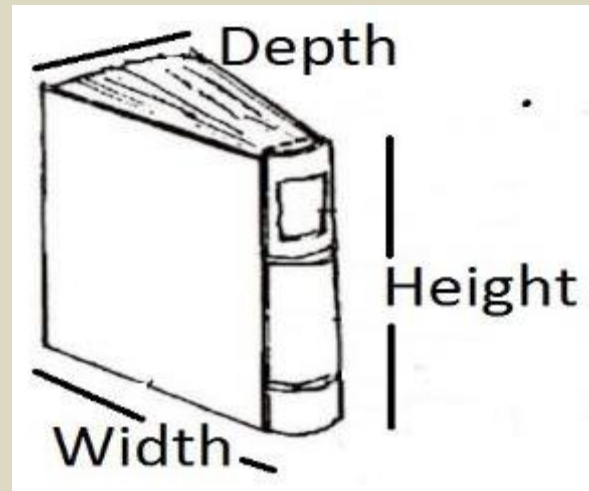


Paras. 2, 3 & 4

2. Material: Apart from the books record material of any case they may be in

3. Date: Look at title page – translate Roman numbers into Arabic

4. Measurements:



Paras. 5, 6, 7 & 8

5 & 6: Publishers – see title page

Engravers but NOT the artist who made the original picture

7: History of donor or person in memory of

8: Donor and date

Paras. 9 & 10

9. Only the wording of an inscription if it is a memorial dedication – otherwise it goes in

Para 1

10. Any external references you used

