



# Church Recording Society

## GUIDELINES FOR RECORDING CHAPELS AND OUTLYING PLACES OF WORSHIP IN SCOTLAND (FEBRUARY 2016)

The following additional to the points should be borne in mind when considering recording a Chapel in Scotland.

### 1 PUBLIC BENEFIT

A Chapel should be consecrated and open for public use, to be considered suitable for recording by The Arts Society.

### 2 OWNERSHIP

The fabric of the building and its contents could be owned as part of the local church community, in private hands or as part of a public/semi-public trusteeship.

If the Chapel is part of a wider ecclesiastical community, then the current Handbook guidelines should be followed.

If this is not the case the owner/trustees should be made aware of the following points:

- The Arts Society provides limited insurance for accidental damage caused by recorders. Group Leaders must assure themselves that the Chapel is comprehensively insured.
- Once the record is complete copyright of the written record with its photographs belong to The Arts Society.
- The Record is given to the Church/Chapel.

A copy of the report is deposited with and held by the following under a restricted access policy:

The Art Library of the V&A

The relevant Church Authority

Local County Archives

The National Library of Scotland.

- Valuable items are included but their whereabouts are not.

### 3 PROCEDURES

In order to proceed, Group Leaders must obtain written permission from the owners/trustees. The Area Representative will obtain similar permission from the appropriate church authority.

Clergy/Chaplains involved, should be contacted early in the exercise. Progress should be reported regularly to the person identified as representing the Chapel.