



THE ARTS SOCIETY SHERBORNE
CHURCH RECORDERS

RECORDING METALWORK AIDE-MEMOIRE

**PLEASE READ THE HANDBOOK PAGES 15-18. ALSO
LOOK AT SAMPLE PAGES: METALWORK PAGES 1-15;
INSIDE CHURCHES PAGES 100-141 AND CHURCH
RECORDERS' WEBSITE**

NEVER put in the location of any precious metals. Objects should be numbered in the following order: Gold, Britannia Silver, Sterling Silver, Sterling Silver Gilt, Sterling Silver Parcel Gilt (i.e. partly gilded) and then in date order of each precious metal. Followed by Silver Plated, Silver on copper (known as Sheffield Plate), Pewter, Brass and other base metals, wrought iron and finally bells.

Sets of objects should be recorded together using A, B, C etc. after the number. Also include any box that the items are kept in.

When handling precious metals wear white cotton or latex gloves use soft tape measure

FORMAT	HELPFUL REFERENCES
<p>1. DESCRIPTION: Record type of metal and describe object. Always make a note of any dents, scratches etc. No need to say if it is in good condition only if it is damaged in any way.</p> <p>Inscription: Describe any inscription here including lettering etc. If it is a <u>memorial</u> or <u>dedicatory</u> inscription the actual wording goes in (9). If it is just the name of the church or something like that it goes here.</p> <p>Hallmarks Give the location, description and interpretation of the hallmarks.. Main hallmarks on body of object and partial hallmarks can be found on removable or hinged parts. Hallmarks should be photographed not smoked. If hallmarks have been enlarged you must say so - see Handbook p.16</p> <p>Pewter Pewter may have a maker's mark. Photo required.</p> <p>Old keys: Only record old keys that are not in use.</p> <p>Brass crosses, chandelier, candelabrum, candlesticks, book rests, vases, flower holders, gates</p>	<p>Description & Type of Metal 'Inside Churches' pp. 100-141 gives lots of descriptions and explains how to recognise types of metal. Sample pages and 'How to' on CR website</p> <p>Inscription: 'Inside Churches' lettering pp. 80-84 also lettering and fonts on CR website</p> <p>Hallmarks For identification see Jackson's Hallmarks. Updated version of notes and Step by Step Guide to Recording Hallmarks on website: https://churchrecorders.theartssociety.org plus Nightingale Silver of Dorset</p> <p>Handbook, p. 17, gives an example of how to record the hallmarks.</p> <p>Pewter (see Handbook p.17)</p> <p>Lots of information and images in Inside Churches pp. 100-141</p>

<p>2. MATERIAL: Look to see if the chalice and communion cups are gilded inside.</p> <p>In general terms: Silver is usually used for chalices or communion cups, patens, pyx or wafer boxes and flagons and alms dishes. It is also often used for altar crosses and candlesticks. Silver gilt is usually used for communion cups, flagons and alms dishes. Copper, brass and pewter are usually used for crosses, candlesticks and snuffers, flagons, candle brackets, alms dishes and lecterns. Base metal is usually used for flower stands..</p>	
<p>3. DATE: This is the date the object was made so put in the date <u>and</u> the Assay Office which can be found on the hallmarks</p>	<p>Jackson's Hallmarks Pocket Edition, plus Updated version of notes and Step by Step Guide to Recording Hallmarks on website.</p>
<p>4. MEASUREMENTS: Only the following materials should be weighed on metric scales: gold, Britannia silver, sterling silver, silver gilt, and pewter (but not silver plated items)</p> <p>wt. in grams (use g.) plus h. overall, h. of bowl (if recording e.g. a communion cup etc.) diam. of rim and diam. of foot. Please be as accurate as possible.</p>	
<p>5. & 6. MAKER/MANUFACTURER: Usually the same person/firm found from the hallmarks. IT IS ESSENTIAL TO GET THE RIGHT MAKER.</p>	<p>Judy will get the maker's mark checked by Henry Willis, silver specialist, in Sherborne or with Wendy Woods, Angela Goedicke or the Goldsmiths' Company</p>
<p>7. HISTORY: Of any persons named in the inscription or the donor. Or any history of the item if interesting. Must have reference.</p>	<p>OPC (Online Parish Clerk) website</p>
<p>8. DONOR: Just the donor and date of presentation if known.</p>	<p>Could be on the object or church inventory</p>
<p>9. MEMORIAL INSCRIPTION: Memorial or dedicatory inscription - just the wording any description of the wording goes in the description. If you are unable to replicate the accents and abbreviation marks make sure there is a good photo. Trish and Prue may be able to do them electronically.</p>	
<p>10. REFERENCES: Any references that you have quoted from an outside source.</p>	