



LIBRARY SECTION HEADINGS - 600-604 SCOTLAND

These are the dedicated numbers that will be found in the Handbook and Sample Pages. They are re-defined here for use in the Church of Scotland.

Also suitable for the Scottish Episcopal and Roman Catholic Churches, using sub headings where appropriate.

- 600** REGISTERS AND RECORDS OUTWITH CHURCH KEEPING
Each denomination will have a different location for storage of archives. Register House in Edinburgh normally holds material over 50 years old from Church of Scotland churches.
- 601** REGISTERS AND RECORDS WITHIN CHURCH KEEPING
This should cover what may be found in the church (vestry, safe etc. or with the Minister, Kirk Session, Clerk etc. (Check for land registers or other documents which may belong under 602 or 603)
- 602** LETTERS AND PERMISSIONS
Communications from artistic/fabric committees (Church of Scotland) or diocesan building committees (Scottish Episcopal Church) and (Roman Catholic Church)
- 603** PROPERTY REGISTERS, INSURANCE CERTIFICATES, FABRIC INSPECTION REPORTS ETC other than those mentioned in 602
- The Scottish Episcopal Church has Quinquennial Reports which can be listed here.
- 604** BIBLES PRE 1851
As Sample Pages. However, the principal Bible in a Church of Scotland church may not be pre 1851. Because the pulpit/lectern or other designated Bible occupies a central place in the liturgy of the church, record this as you would a pre 1851 Bible.
- 605** onwards as Sample Pages

COMMUNION TOKENS

'Communion Tokens were first suggested by Calvin in Geneva, for the admission of true believers of good moral life to the Lord's Table, but it was in the Reformed Church of France that the practice first began. The use of tickets in Scotland began very soon after the Reformation, probably in the form of stamped cards. In a few years the cards were replaced by metal tokens of lead and sometimes of tin, brass or pewter, but still often called 'tickets'. They were normally distributed by the minister or elders and deacons. Tokens were withheld for disciplinary reasons and presentation of the token was obligatory for admission. The tokens, often locally in moulds, were roughly shaped in early Reformed times but became increasingly artistic. The shape varied according to taste; some were square, some circular, some oblong. In size they were about three quarters of an inch across. The name of the church or the initials of the minister were usually indicated and often the date of the casting.'

Ref: A I Dunlop in Dictionary of Scottish Church History and Theology. Edin 1993