

NADFAS TRAINING DAY Supplementary note for attendees Isle of Man

ChurchCare Library is now asking for Records to be delivered on simple digital media for it to download. Aim for this and the printed and the archival CD copies will be simple by-products. Use a memory stick for ChurchCare. [see “**List of Contents of Memory Stick**” sheet].

Manx National Heritage Library receives a double sided printed bound Record and a memory stick equivalent to the Historic England specification.

As at November 2015:

REQUIRED **DIGITAL** ISLE of MAN:

1. ***A MEMORY STICK** for CHURCHCARE LIBRARY, London;
2. **A MEMORY STICK** for the MANX NATIONAL HERITAGE LIBRARY; and
3. ****A GOLD CD IN PDF or PDF & Jpeg** FORMAT for V&A ART LIBRARY.

* **Anglican Churches. Other denominations, please check.**

** **PDF/A preferred**, if practicable.

REQUIRED **PRINTED** COPIES ISLE of MAN:

4. CHURCH [Group binds and presents this]
5. MANX NATIONAL HERITAGE LIBRARY [Group binds and lodges this]

Both are printed double sided (optional).

ChurchCare Library and V&A Records are sent to the Volunteering Dept., NADFAS House.
Manx National Library copies are delivered direct.

Transitional arrangements for work in progress 2015 (can deliver in old forms) i.e.
ChurchCare Library will accept a printed Record, but must be single sided.