

PHOTOGRAPHY INFORMATION

GENERAL Photographers should always work in liaison with the Group Leader and Compiler in the production of a Church Record.

Photographs should be taken digitally.

Before you start familiarize yourself with the relevant material in the Supplements listed below, and if you find anything complicated or confusing please ask for help. The following person is willing to answer email queries.

David Medcalf themedcalfs@hotmail.com

Supplements (available on the NADFAS website or from your Group Leader)

- 1 Taking good photos in a Church – solving photography problems
- 2 Copyright Assignment Form
- 3 Suggested Workflow for Photographers & Compilers
- 4 The Technology of a Digital Camera
- 5 Changing File Formats and File Sizes
- 6 Supplying the TIFF Photographs to Historic England and other bodies in Digital form
- 7 Compiling the complete Record and delivery in printed and digital forms
 - A. The Text
 - B. The Photographs
 - C. Bringing Text and Photographs together
 - D. PDF and PDF/A
 - E. Printing of Records
 - F. Production of Digital Records
- 8 Software and help for burning CDs
- 9 The Church's copy of the Record

Copyright Photographers are asked to assign copyright in all photographs used in the final copy of the Church Record to NADFAS.

Security and Safety (see also **Health & Safety** and **Insurance** in the Introduction)

The Photographer is particularly advised

- to ask the Group Leader for advice about any potentially dangerous areas within the Church, and observe all recommended safety precautions.
- to check with the Churchwarden that you have permission to use the Church's power supply, and that the power points will not overheat if you connect your lights to them.
- to be careful about cables when using artificial light. Even if you manage not to trip over them yourself, a visitor to the Church could do so and make a claim.
- to warn everyone about cables and hot lamps.
- not to use a ladder or enter a bell chamber unless there is a helper with you.
- not to take moveable objects outside the Church to photograph them – they would not then be covered by NADFAS insurance.

Photographer's responsibilities

- a) To produce a set of photographs to supplement the written descriptions of objects in the Record.
- b) To provide archival images (TIFF files) in the format required by the Historic England, formerly English Heritage Archive, by the ChurchCare Library and by any other body in England or by any equivalent bodies in Scotland, Wales, Northern Ireland and the Isle of Man.
- c) To provide sets of the photographs in JPEG format and to assist with the production of PDF/A digital copies of the Record to fulfil the requirements of Historic England, the

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ChurchCare Library and the V & A, or equivalent bodies in Scotland, Wales, Northern Ireland and the Isle of Man.

- d) To liaise with your Group Leader and Compiler in creating on a computer photo pages of the photographs for the Record with headings and margins conforming to the text of the Record. Alternatively, to assist in the embedding of the photographs in the text. Or, if the Group prefers, to produce photographic prints on photographic paper for mounting on 100gm plain white pages, with headings and margins conforming to the text, using acid free tabs obtainable from the Volunteering Department at NADFAS House.
- e) To provide working photographs for Recorders, if required, to assist them in describing objects.

Objects to be photographed and their priority

Please consult with the Group Leader (GL) as to what should be photographed and in what order. Normally priority is usually given to windows and other objects which can better be described using photographs. It is helpful to provide working photos for Recorders at an early stage and for this purpose ink jet printers can be used.

Photographs

- The final photographs required for the Record, the size that they are to be and whether or not they are embedded in the text, will be decided by the GL in consultation with the Recorders and Photographer.
- The printing of photographs in a printed copy of the Record - can be made in one of two ways:
 - o by colour laser printing. Inkjet printing is **not** acceptable. (see the Photography Supplements for more details); or
 - o for the Church's copy only, laboratory produced prints on light-sensitive photographic paper.

Presentation of CDs and memory sticks for archiving: CDs and memory sticks prepared as set out below for the V & A, Historic England and the ChurchCare Library must be sent via the Group Leader to the Volunteering Department at NADFAS House. For churches outside England, check with your CRAR.

USING A DIGITAL CAMERA OR A SCANNER

Image size: The camera should capture a minimum of 5 million pixels (megapixels). (see Photography Supplement 4). A scanner should capture a high resolution picture (a minimum of 250 pixels per inch and preferably 300ppi).

Size and format of photographs: There are no hard rules about the size and shape of photographs in a Record. A typical size is around 6 x 4 or 5 x 3.75 inches, though sometimes larger sizes are used (for example for interiors), or smaller sizes for narrow objects, marks or details. They should be a clear, true, archival picture of the subject with details such as heraldry and inscriptions clearly legible.

Image formats:

- The original images may be taken in JPEG, TIFF or RAW format (see Photography Supplement 4). If using JPEG format, the setting must be 5 megapixels or more, with minimum compression.
- If images are created in JPEG format they must be converted into TIFF format before any adjustments are made, so as to avoid any loss of data if and when adjustments are made (see Photography Supplement 5 for batch conversion of files).

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Temporary storage of images: During the preparation of the Record, images will normally be held on the hard disc of a PC or MAC, and backup copies should be made regularly. During this time inkjet copies may be made for the use of Recorders, but note that inkjet prints must **not** be used in the final Record.

Adjustments: must be as few as possible to limit loss of data and integrity of the image. Careful composition should avoid the need to crop substantially (unless the object photographed is long and thin).

Adjustments, other than cropping and rotation should be strictly limited to what is necessary to make the photograph acceptable for the purposes of the Record (e.g. correction of colour cast, to make detail in shadow areas visible, or to make texts to memorials readable), and only then if this can be done without damaging the image's authenticity. The resulting picture should be an honest representation of the article photographed.

End Product

- a) The images either on photo pages, for inclusion with text within the Record, or embedded in the text. (possibly, photographic prints mounted on photograph pages for the Church's Record).
- b) A single archival gold CD of *either* the complete Record in PDF/A format (text and photographs) *or* the complete text of the Record in PDF/A format plus all the photographs in JPEG format in Section folders (see Photography Supplement 7) for the **V & A** and any other body to be supplied with a similar CD.
- c) A memory stick for each of **Historic England** and the **ChurchCare Library** containing -
(i) the complete Record in PDF/A format, (ii) all the photographs in JPEG format and (iii) all the photograph files in TIFF 10-20MB format. In each case the photograph files must be named with the number in the text of the object represented (see Photography Supplement 6). With each memory stick should be a printed list of its contents (see Photography Supplement 7).

Retaining information

- Photographers must retain the digital files of the archival TIFF 10-20MB images securely for at least five years and make them available to NADFAS if asked.
- If Photographers wish to use any of these images for publication, written permission must first be sought from both the Incumbent of the Church and from the Volunteering Department, NADFAS House, 8 Guilford Street, London WC1N 1DA.
volunteering@ndfas.org.uk

LIST OF SUPPLEMENTS AND OTHER INFORMATION

available on the NADFAS Website

General for all Sections	Guidelines for Heraldry Useful Addresses and Websites List of Expert Advisers List of Heraldry Advisers
Memorials	Latin on Brasses
Metalwork	Silver Makers' Marks Brass Chandeliers Bell Forms, to go in Record (Word document)
Stonework	Recording Mass Dials
Textiles	Measuring Textiles Recording Altar Linen and Vestments Army Standards, Guidons and Colours Conservation of Books and Textiles within Churches
Library	Recording Books Conservation of Books and Textiles within Churches
Windows	Redundant Stained Glass Windows
Miscellaneous	Recording Church Organs Checklist for Recording a Pipe Organ Recording a Turret Clock
Group Leader/Compiler	Record Checklist Authorised Frontispiece (Word document) and Copyright page Notices to laminate for church display during and after recording
Photographer/Compiler	Photography Supplements 1-9 1 Taking good photos in a Church – solving photography problems 2 Copyright Assignment Form 3 Suggested Workflow for Photographers & Compilers 4 The Technology of a Digital Camera 5 Changing File Formats and File Sizes 6 Supplying the TIFF Photographs to Historic England and other bodies in Digital form 7 Compiling the complete Record and production in printed and digital forms A. The Text B. The Photographs C. Bringing Text and Photographs together D. PDF and PDF/A E. Printing of Records F. Production of Digital Records 8 Software and help for burning CDs 9 The Church's copy of the Record

ROMAN NUMERALS

1	I
2	II
3	III
4	IV, IIII
5	V
6	VI
7	VII
8	VIII
9	IX
10	X
11	XI
12	XII
13	XIII
14	XIV
15	XV
16	XVI
17	XVII
18	XVIII
19	XIX
20	XX
21	XXI
30	XXX
31	XXXI
40	XL, XXXX
50	L
60	LX
70	LXX
80	LXXX
90	XC
100	C
200	CC
300	CCC
400	CD, CCCC
500	D
600	DC
700	DCC
800	DCCC
900	CM
1000	M
1100	MC
1200	MCC
1300	MCCC
1400	MCD, MCCCC
1500	MD

1600	MDC
1700	MDCC
1800	MDCCC
1900	MCM
2000	MM

If printed in lower case letters the last I is sometime shown as j to affirm that it is the last numeral of a number, ie iij for 3 and viij for 8.

In dates Ordinals are shown thus:

I ^o	primo (die)	1 st
II ^o	secundo	2 nd
III ^o	tertio	3 rd
IV ^o	quarto	4 th
V ^o	quinto etc	5 th
C ^o	centesimo	100 th

NB

D for 500 and M for 1,000 were derived from the ancient practice of writing I before a reversed C for 500 and I between two Cs (like brackets) for 1,000.

ID	500
CID	1000
CIDC	1500
CIDCC	1600

COMPILATION AND PRODUCTION OF THE RECORD

The Group Leader, Compiler and Photographer are responsible for producing the final Record.

All Records, whether printed or in digital form should be set out according to the authorised format to ensure consistency throughout and for ease of binding the finished document.

The formatting requirements (i.e. paper weight, margins, fonts, headers and footers) are given in **Guidelines for the Layout of a Record** in this Handbook. Reference should also be made to Sample Pages and the Photography Supplements.

When using a computer to enter your notes, you may find it helpful to use **Church Recorders' Styleguide**, a template that helps with the format. It can be installed on a computer that has Microsoft Word or on an Apple MAC which has Word for Mac. The programme and instructions for use can be obtained from the Volunteering Department at NADFAS House.

COMPILATION the Introduction pages are inserted in the following order:

- **Authorised Frontispiece** this can be downloaded in Word format from the NADFAS website. The name of the Church must be inserted between the NADFAS frame and Record statement. The frame and statement must not be altered.
- **Copyright page** also downloaded from the website.
- **Introduction page 1** the header for this page must include the full name of Church, town/village, county, postcode and **Diocese**. The name of the Incumbent and the Group(s) and both the starting and completion date are included in a sentence below the header. Then on a new line insert the OS Grid reference. Include a photograph or drawing of the Church exterior together with a synopsis of its history. At the bottom of the page or, if there is not room here, at the start of the fourth page, followed by other acknowledgements of help provided, give the name of the sponsoring NADFAS Society or Societies. Do not allow the history to continue onto the next page.
- **Introduction page 2** two photographs of the Church's interior, one west/east, and one east/west. In some cases 2 larger photographs on 2 pages might be better.
- **Introduction page 3** a plan of the Church. The Group Leader should have a copy or you may make your own. The east / liturgical east end should be shown at the top of the page. **Label the plan with names of parts of the Church as used by the congregation.** These names will be used for the location of objects in the title line and must be consistent throughout the Record.
- **Introduction page 4** should clearly explain the **Sections and the Numbering** as well as listing the names of the Recorders. See Sample Pages for the correct wording of this information. Include a list of acknowledgements for help given.
- Include a statement that the TIFF photograph files are held at Historic England National Archive, Swindon, or equivalent archives in the Isle of Man, Wales, Scotland and Northern Ireland.
- **Then list the abbreviations and references used in your Record.** For each reference used put the full details here and the abbreviation used in your text, which should be consistent throughout the Record. For books put author, title, publisher and date in that order.

Subsequent pages should contain two separate lists, in the following order

- **Summary of Names**
- **Summary of Artists and Manufacturers**
Ensure that in the Summary of Names heading, groups of names excluded from the table e.g. Lists of Incumbents, Rolls of Honour, or kneelers, are stated with their object numbers. If there are many names in the Summary of Artists and Manufacturers table, it may be clearer to group them by skill or trade: e.g. Silversmiths John Keith 100

Check the following for all Sections

- Each Section should be written as a single, paginated Word file.

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- Wherever possible, plans, reports and forms relating to a Section should be inserted into the Word file.
- All pages must be headed with the name of the Church, town/village and county and the name of the Section.
- A condition statement must be at the beginning of each section.
- Title line is completed in bold as in **General Information** and the **Section notes**.
- Drawings and the numbering of photographs must be in black.
- The presence of a photograph, or drawing is indicated by putting **Ph** or **Dr** after the object title.
- Location, main in CAPS, secondary in lower case e.g. **CHANCEL, N wall**.
- Format numbers put a hyphen where there is no information, condensed if necessary (e.g. 5-10).
- Ensure that the blazoning of heraldry goes in the description at 1. See General Information for layout.
- Check accuracy of cross references to another object.
- Typing of "long s" (do not type f for ſ).
- Only memorial or dedicatory inscriptions are recorded at 9.
- Check correct use and listing of references.
- Ensure that photographs are numbered correctly.
- Letters from experts copied onto headed pages with the correct margins and inserted at the end of the relevant Section, without personal details.

Check the following requirements for specific Sections

Memorials

- A numbered floor plan is required.
- Last number is a list of Gifts given in Memory recorded in other Sections.
- Names and dates of death of all commemorated centrally within, or immediately below the title line.
- Heraldry, blazon indented and described correctly.
- Maker identification is made clear (on the memorial or with a reference).

Metalwork

If it is decided to enlarge the hallmarks when they are scanned into the text, the following statement should be added at the head of the Section: All hallmarks are enlarged unless otherwise stated.

- Handbells have the penultimate number, bells have the last number.
- Ordering (precious metals first, then pewter, then brass and other base metals).
- Marks on precious metals and pewter are correctly recorded and attributed, references given.
- Bell forms are included at the end of the Section where appropriate.

Stonework

- Woodwork numbers of doors quoted when describing doorways.
- Font cover recorded with a stone font.

Woodwork

- Plan of the seating is required unless very simple.
- Stonework number of doorways quoted when describing doors.
- Roofs given last number.

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Textiles

Statement at the beginning of the Section: All objects in this Section are 20th or 21st century and the condition is satisfactory, unless otherwise stated.

- **400** reserved for frontals and superfrontals.
- Posts, poles and rails are recorded with their hangings.

Paintings, etc.

Note full title of this Section - do not omit the etc.

500 reserved for Royal Arms

501 reserved for Hatchments

- Text on list of incumbents, peal boards, Decalogue boards etc. all quoted at 1 not at 9.
- Notices referring to a nearby object in another section recorded with that object, not here.
- Reproductions of famous paintings do not have the original artist's name at 5.

Library

600-604 are reserved numbers - see Section notes for details.

Check that the list at 600 (items at CRO) is legible and each page has correct Record header.

Windows

A numbered plan is required.

A diagram of most windows is required with lights numbered in brackets.

700 reserved for east window.

- Light numbers are bracketed in both diagrams and text.
- Subject of window is given as a sub-heading.
- Maker identification is made clear by describing mark and/or giving reference.
- Bible texts not put at 9 unless part of memorial inscription.
- Scenes and figures correctly identified.

Miscellaneous

800 is reserved for organs.

Collective titles such as Heating, Lighting, Cleaning materials etc. can be used.
A floor plan may be needed for flooring.

Photographs

- Printed or photocopied pages **must be** colour laser copies, **not** inkjet.
- Mounted photographic prints are no longer required in any of the copies of a Record but you may choose to use them for the Church's copy if you wish. In this case they must be mounted on 100g paper using archival Lineco mounts, (available from the Volunteering Department at NADFAS), headed as on text pages and inset at least 3.5 cm on left hand side and at least 1 cm from the right hand side.
- Photographs may be trimmed as necessary. They must be on the recto page (the right hand page of an open book) only and be clearly labelled in black with the object numbers.
- As far as possible, the photo pages should be inserted into any printed copy of the Record immediately after the text pages describing the objects which they illustrate.

PRODUCTION AND DISTRIBUTION

Information about copies of the Record and their distribution is given in the section **Distribution of Completed Records** in this Handbook.

It is recommended that the **Church's copy** of text and photographs should be bound so that pages are not removable. Extra blank pages should be included at the end for any future additions to be

COMPILATION AND PRODUCTION OF THE RECORD

made by the Church. If a loose-leaf binder is used, it is recommended that the pages of text and photographs are inserted into ready-punched clear plastic pockets. The Group Leader should present the Church's copy to the incumbent / minister and churchwardens, preferably during a service.

For information on producing a single archival CDs of the whole Record to the standard required by the **V&A** see **Photography Supplement 7 Part F**. The CD should contain **either** a single PDF/A file of the complete Record, i.e. text and photo pages **or** a single PDF/A file of the text plus all the photographs in JPEG format in Section folders. PDF is acceptable in some circumstances.

For information on recording the whole Record and the TIFF 10-20MB photographs on a memory stick (sometimes known as a flash drive) for **Historic England** and the **ChurchCare Library** see **Photography Supplements 6 & 7 Part F**.

Check all CDs and memory sticks to ensure they are readable and contain all the required information before they are delivered to NADFAS House.

Record components to be delivered to NADFAS House (England only, for other Countries consult the CRAR):

- An archival CD for the V & A Library
- A memory stick for Historic England with a printed list of contents
- A memory stick for the ChurchCare Library with a printed list of contents

must be delivered **IN ONE PACKAGE** promptly to the Volunteering Department at NADFAS House, which will send your receipt and the certificate for your Society's notice board.

But there are transitional arrangements for Records in progress in 2015. See **Photography Supplements 6 & 7**.

Comments may be sent to the Group Leader after the Record has been audited (checked by an experienced Recorder).

Retention of Record:

Groups **must** retain the Record folders and files supplied digitally to Historic England and the ChurchCare Library until confirmation has been received from NADFAS House that the Record has been downloaded successfully onto their computer systems.

The **local County Archive** should be consulted about the form in which its copy should be delivered. Obtain a receipt for this and notify the Archdeacon. See **Distribution of Completed Records** in this Handbook for special requirements relating to the deposit of this copy.

Digital copies of the Record

Churches and County Archives might ask for a digital copy of the Record. Because of the security and copyright implications, the following rules apply:

- It should be supplied as a "read only" CD only
- The Incumbent and Churchwardens (or their equivalent in other churches), should ask in writing and should confirm in writing that:
 - o the supplying and use of the CD is at the Church's risk, not NADFAS';
 - o the Record's copyright is retained by NADFAS and, in particular, no commercial use is permitted without NADFAS' permission.
- Should a County Archive wish to upload the Record onto its digital archive, a digital copy which is not "read only" may be supplied *if* written agreement has been received that access to the Record will be protected and limited so as to safeguard the security of the Church's property.

GUIDELINES FOR THE LAYOUT OF A RECORD

These are guidelines for the layout of a Church Record. See Sample Pages for further guidance.

- **Margins** The left margin of all pages must be at least 3.5cm wide, to allow for the binding of some copies. The right margin must be at least 1 cm. Both margins need to be consistent throughout the Record, including the pages with photographs.
- The font should be either Arial 11 or Times New Roman 12.
- If you use tabs they are 0.75cm, 1.25cm, centre tab 8cm.
- **Header** The header on every page, centrally placed, in bold capitals, consists of the dedication of the Church, village/town and county. If the dedication will not fit on one line then two may be used. Include the Section name near the RH. margin.
- **Blazoning** of Heraldry is always indented about 3cm from the left margin and preceded by the word 'Blazon' which is put at the left margin.
- If there are abbreviations or contractions, or the 'long s' to insert, it may be necessary to leave a space so that contraction marks or other symbols can be added by hand using black ink, after the final typing. DO NOT TYPE 'f' or any other symbol with a crossbar for the 'long s'. The correct symbol is Ꝣ.
- **Reserved numbers** Some Sections have reserved numbers (see CR Handbook, Section notes). If there are no items to record against these numbers a statement to that effect should appear against the item number e.g. 700 No East Window.

All the pages of a printed copy of the Record should be printed on the same weight of plain white paper. This should be within the range 100gm to 130gm, preferably of a quality suited to the printing of pictures, and **on one side only**. A Record containing mounted photographic prints should all be on 100gm plain white paper.

Photographs in printed Records will be either on separate pages inserted as near as practicable to the text to which they relate or embedded in the text. The exterior view of the Church is embedded in the first page of the Introduction. Each photograph is identified by printing in black the number of the object (as it is in the text) on the photograph page adjacent to the photograph. Where there is a photograph, or a drawing on another page, this should be indicated by **Ph** or **Dr** in the title line.

Diagrams of windows, identifying the lights described in the text, copies of smokings or digital photographs of hallmarks and descriptive drawings should be inserted into the text where appropriate, but must be kept within the margins.

Although there will have to be a certain amount of flexibility in editing and producing a Record, following these guidelines as closely as possible helps to keep the appearance of our Records consistent. This aids a researcher who may need to refer to more than one Record.

Refer to the General Information for Recorders and the Section notes in the Church Recorders Handbook for specific instructions for each section and for the numbering system.

RECORD CHECKLIST

Section	Check	Done	Information forms
400 Textiles	Condition and date statement		Army Standards Guidons & Colours
	400 for frontals & superfrontals (dedicated)		
	Sets of vestments clearly shown		
	Measurements correctly taken		
	Ph (where applicable)		
	References correctly entered		
500 Paintings etc	Condition statement		Objects made by Faith Craft Works
	500 for Royal Arms (dedicated)		
	501 for Hatchments (dedicated)		
	Paintings (if copies, original artist not given at 5-6)		
	Heraldry in 1 correctly blazoned and indented		
	Ph (where applicable)		
600 Library	Condition statement		
	Clean, legible typed copy of County Record Office(s) details & correct heading added		
	600 CRO list (dedicated)		
	601 Registers in church keeping (dedicated)		
	602 Faculties & Archdeacon's certificates in church keeping (dedicated)		
	603 Terriers & Inventories & other documents in church keeping (dedicated)		
	604 Pre 1851 Bibles & Prayer Books (dedicated)		
	Ph (where applicable)		
	References correctly entered		
700 Windows	Numbered Plan showing position of windows		Kempe windows Clayton & Bell windows Collecting stained glass artists' marks Objects made by Faith Craft Works War Memorials (when it is a window)
	Condition statement		
	700 East window (dedicated)		
	Description of Stonework first at 1 or cross-referenced to Stonework when elaborate		
	Diagram of each stained glass window		
	Lights numbered & brackets around light numbers		
	Title of subjects as heading for description of lights		
	Makers identified & references given		
	Dedicatory and memorial inscriptions only at 9, quotations and other texts at 1		
	Translations of inscriptions & texts. Greek, Latin & roman numerals must be translated		
	Ph (where applicable)		
	Heraldry in 1, correctly blazoned & indented		
	References correctly entered		
800 Miscellaneous	Condition statement		Copy pipe organ section (800) to NPOR Turret clock recording form Victorian heating/lighting installations
	800 Organs (pipe and electronic) (dedicated)		
	Turret Clocks: External dials recorded		
	Ph (where applicable)		
	References correctly entered		
General	Are page numbers used		Objects made by Faith Craft Works
	Headings, are they correct & complete including photograph pages		
	Photographs mounted using approved mounts		
	100g paper used throughout		

DISTRIBUTION OF COMPLETED RECORDS

This information is accurate at the date of writing but the version on the website should be checked for confirmation.

	<i>Recipient</i>	<i>Requirements</i>	<i>Binding?</i>
1	Church	Colour laserprint paper copy of text and photographs (Photographic prints may be used in the Church's copy only) (Additionally a digital copy could be provided if the conditions described above under Digital copies of the Record are complied with)	Preferably, sufficient to prevent page removal
Copies 2,3 & 4 sent to NADFAS House (see following page for exceptions)			
2	V&A Art Library	A PDF/A copy of the Record (text and photographs) or a PDF/A copy of the text plus all the photographs in JPEG format in Section folders, in either case on 1 archival gold CD	n/a
3*	Church Authority	In England - A PDF/A copy of the Record plus the JPEG and TIFF files on 1 memory stick. A printed list of the contents of the memory stick. Elsewhere – see 6 below	n/a
4**	Heritage Archive	In England - A PDF/A copy of the Record plus the JPEG and TIFF files on 1 memory stick. A printed list of the contents of the memory stick. Elsewhere – see 6 below	n/a
5***	CRO /diocese	Colour laserprint paper copy of text and photographs (Additionally, or instead, a digital copy could be provided see Digital copies of the Record above)	As agreed
6****	Other Archives	In Scotland, Northern Ireland & Wales, check with the CRAR what is required(addresses for archives in Scotland, Northern Ireland & Wales given in the Useful Addresses and Websites Supplement)	As agreed

Note: PDF/A is a standardised version of the Portable Document Format (PDF) specialised for the digital preservation of electronic documents. See **Photography Supplement 7**.

3 Church Authority* In England, the **ChurchCare Library** – a memory stick, send to the Volunteering Department at NADFAS House.

4 Heritage Archive Copy In England**, for **Historic England** a memory stick, send to the Volunteering Department at NADFAS House.

Elsewhere the Heritage Archive copy should be sent to the appropriate Heritage Archive (see following page), the relevant addresses are given in the Useful Addresses and Websites Supplement.

5 CRO Copy*** Please choose a local County Record Office (or equivalent), The Record to be passed as agreed, to the CRO directly.

***For Anglican and RC churches in England this should be the one that houses the relevant Diocesan archives.

In *Scotland*, the unbound Record is to be sent as appropriate to the General Trustees of the Church of Scotland, the Diocesan Archives for the Scottish Episcopal Church, or the Buildings Secretary of the RC Diocese.

For other denominations in the UK, and for churches in Northern Ireland, establish if there is a need for such a copy to be made, and ask NADFAS to bind and forward where necessary.

6**** In some instances a printed Record must be accompanied by a full set of indexed archival gold CDs with TIFF files of the photographs and accompanying index sheet.

DISTRIBUTION OF COMPLETED RECORDS

WHERE THE COPIES OF THE RECORDS GO

England (Copies 2, 3 & 4 sent via NADFAS House; others sent directly)

- 1 Church
- 2 V&A Art Library
- 3 ChurchCare Library
- 4 **Historic England** (formerly English Heritage Archive)
- 5 CRO

Isle of Man (Copies 2 & 3 sent via NADFAS House; others sent directly)

- 1 Church
- 2 V&A Art Library
- 3 ChurchCare Library
- 4 **Manx National Heritage Library**

Northern Ireland (Copy 2 sent via NADFAS House; others sent directly)

- 1 Church
- 2 V&A Art Library
- 3 NI church authority (where requested)
- 4 **PRONI (Belfast)**
- 5 Local County Archives
- 6 Monuments & Building Record, Belfast

Scotland (Copy 2 sent via NADFAS House; others sent directly)

- 1 Church
- 2 V&A Art Library
- 3 Scottish church authority
- 4 **GLs should refer to their CRARs about depositing the photographic archives**
- 5 Local County Archives
- 6 National Library of Scotland

Wales (Copies 2 & 3 sent via NADFAS House; others sent directly)

- 1 Church
- 2 V&A Art Library
- 3 ChurchCare Library (for Church in Wales only)
- 4 **Royal Commission on Ancient & Historical Monuments of Wales**
- 5 Local County Archives
- 6 National Library of Wales

DISTRIBUTION OF COMPLETED RECORDS

Deposit of Records at a County Record Office

*The following notes are for the guidance of Group Leaders when passing the 'Diocesan' copy of an **English** Record for archiving in the County Record Office or equivalent (see* below) which normally stores Diocesan archive material. Please adapt as appropriate for non-English Records and non-Cof E churches.*

- 1) It is hoped that the arrangements described below will shortly be universal, but formal agreement for public access on request is still being sought from the Dioceses of Guildford, Lichfield, Salisbury and St Albans.
- 2) It is now generally accepted by the Diocesan authorities that a copy of each NADFAS Church Record should be sent or taken directly to the relevant CRO, rather than to a Diocesan official (eg Archdeacon, DAC Chairman, etc). However, always please send a letter to the DAC Secretary to inform them that the Record has been completed and a copy lodged with the CRO; if it is possible, some DAC Secretaries appreciate a CD copy of the Record, particularly if the Diocesan Office is distant from the CRO.
- 3) Each CRO has its own forms which need completion when material is deposited with them. The following notes should help you to do this, and make the Record easy for the CRO to catalogue. It is best to identify NADFAS London as the formal depositor, since the addresses used by both GL and Society will change with personnel.

Description of Record:

Follow the format 'NADFAS Church Record of St Anne, Downingham, Mercia. Produced by Downingham DFAS Church Recorders 2013'

Depositor details:

Please give NADFAS House, 8 Guilford Street, LONDON, WC1N 1DA, and sign it yourself as 'Group Leader, Downingham DFAS Church Recorders.'

Public Access:

- (a) the Records are not to be kept on open shelves, but
- (b) are to be made available on request to members of the public who possess a valid reader's ticket (see *Diocesan exceptions in note 1*)

Terms of Deposit:

For an indefinite period (or permanent loan), where the ownership remains with NADFAS.

* eg Borthwick Institute, York; Cathedral Archives, Canterbury.