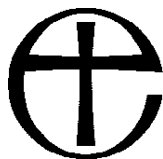


THE CATHEDRAL FABRIC COMMISSION FOR ENGLAND

**DIRECTIONS
FOR THE FORM OF THE INVENTORY
OF A CATHEDRAL CHURCH**

**Issued by the Cathedrals Fabric Commission for England
Pursuant to Rule 17**

**April 1992 & May 1993
(Consolidated and Reprinted September 2001)**



THE CATHEDRALS FABRIC COMMISSION FOR ENGLAND

DIRECTIONS FOR THE FORM OF THE INVENTORY OF A CATHEDRAL CHURCH

under
The Care of Cathedrals Measure 1990: Section 13(1) and (2)
and
The Care of Cathedrals Rules 1990: Rule 17

Note These Directions and the supplementary Advisory Guidelines have been collated and reprinted in September 2001. This has involved extensive reformatting and minor editorial changes, but there has been no change in the substance of the documents.

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(These Directions are explained further in the notes on pages 6-18 of the Advisory Guidelines)

THE CATHEDRALS FABRIC COMMISSION FOR ENGLAND

DIRECTIONS FOR THE FORM OF THE INVENTORY OF A CATHEDRAL CHURCH

The following Directions shall have effect under Section 13 of the *Care of Cathedrals Measure* (1990), and this document shall constitute the notice in writing required under Rule 17. Therefore the form of the Inventory compiled and maintained by an Administrative Body under section 13(1) of the Measure must be in accordance with these General and Special Directions.

A GENERAL DIRECTIONS

The following General Directions shall apply except in the case of any Special Direction to the contrary.

1. The Inventory shall comprise: a general inventory volume or volumes and/or one or more dedicated inventory volume(s) relating to specific categories of object or specific collections of objects; and such schedules or appendices as relate to the foregoing.
2. The Inventory shall take the form of a securely-bound volume(s), printed, photocopied or typed on substantial paper of archival quality. Electronic storage alone is not sufficient, and where information is stored on computer a hard copy must be made onto archival quality paper.
3. The first page of each volume of the Inventory shall give the place-name and dedication of the cathedral church, and title of the particular inventory volume and the date.
4. A list of all inventory volumes compiled and maintained under Section 13 of the Measure shall follow next after the title page of each volume of the Inventory.
5. A list of all schedules and appendices attached to and bound with the Inventory as an integral part of a volume, or as a separate volume(s), shall follow next after the page in each volume listing all inventories.
6. A certificate of the accuracy and completeness of each inventory volume and of each separately bound schedule and appendix shall be signed by two persons, one a representative of the administrative body and the other a representative of the Fabric Advisory Committee, and shall follow next after the prefatory matter in each volume, schedule or appendix immediately preceding the first page of inventory entries.
7. Each schedule or appendix to the Inventory shall be numbered, named as a schedule or appendix and the contents indicated in the title: the numbers are to run consecutively.

8. Each, object entered in the Inventory shall be given a unique number: the numbering to run consecutively in Arabic numerals. In the case of dedicated inventories, each dedicated inventory shall be given a prefix number (but not a prefix letter) which shall precede the number of each object entered therein.
9. Each element of any ensemble or set of objects entered in the Inventory under a single number shall be given a separate suffix letter. The first entry for any such objects shall give the full range of suffix letters next after the inventory number and a general description of the ensemble or set.
10. Entries shall be classified according to the following system, save in such cases as General Direction 12 may apply:
 - i. Inventory number, with suffix letter (if any).
 - ii. Category or type of object, with note of popular name/title (if any).
 - iii. Location (either permanent/semi-permanent, or 'in use').
 - iv. Type of constituent material(s).
 - v. Technique(s) of manufacture.
 - vi. Name of artist/craftsman with dates of birth and death (if known).
 - vii. Country of manufacture.
 - viii. Known or approximate date(s) of the object.
 - ix. Details of any signifying marks or inscriptions.
 - x. Provenance.
 - xi. Dimensions (metric).
 - xii. Weight (precious metals only).
 - xiii. Brief description (subject matter).
 - xiv. Any other distinguishing features.
 - xv. Note of condition.
 - xvi. Note of photographic record (if any; see General Direction 13).

In the event of any necessary alteration to the above the revised information shall be entered in ink beside the relevant inventory entry, the previous details struck through with an oblique line (but not erased), and the alteration initialled by two persons, one a representative of the Fabric Advisory Committee and the other a representative of the administrative body concerned.

11. Those objects which the Fabric Advisory Committee considers, after consultation with the Commission, to be of 'outstanding architectural, archaeological, artistic or historic interest' shall be starred* at the relevant inventory entry, and in addition a separately bound schedule of all these objects shall be prepared and maintained, including a copy of the relevant inventory entry and a copy of the descriptions) within any schedule relating thereto, and the schedule shall be certified as accurate and complete in accordance with Direction 6.
12. Where the Fabric Advisory Committee passes a resolution that, in its opinion, an existing cathedral inventory contains the same information as that required in General Direction 10 or any relevant Special Direction although in a different format, that inventory in its entirety may be designated as a schedule to the Inventory compiled under the Measure, provided it is made to conform with General Directions 2 to 7. The schedule shall then be given a single entry in the appropriate inventory volume according to the following system:
 - i. Inventory number.
 - ii. Number and title of the schedule.
 - iii. Brief description of the contents of the schedule.
 - iv. Total number of constituent items in the schedule .
 - v. *(Starred) The numbers within the schedule (according to its own classificatory system) of any constituent objects of 'outstanding interest'. Each such object shall then be additionally and separately scheduled in accordance with General Direction 11.

Note. At any point in these Directions where it is required that the inventory number of an object or set of objects shall be cited, and where that object or set of objects is inventoried in a schedule with its own internal classificatory system, then the citation shall include the inventory number, the number of the schedule, and the relevant numbers within that schedule according to its own internal classificatory system.

13. A photographic record of every 'outstanding' object shall form part of the Inventory. Every other inventoried object shall have such a photographic record save in any specific instance when the Fabric Advisory Committee decides that it would be unreasonable to require the provision of such a record of a particular object or group of objects.
14. Photographs may be bound or retained as a loose leaf collection. Each photograph shall be numbered: the photograph number shall correspond to the inventory number of the object illustrated.
15. All directions shall apply to any additions or revisions to the Inventory except as they are varied below.

16. Any object of 'interest' acquired by the administrative body after the first compilation of the Inventory shall be added to the Inventory under a unique number; the numbers to run consecutively from the number of the last inventory entry.
17. All additions to the Inventory shall be recorded on a separate page (or on consecutive pages with the inventory number as a running head) and entered into a secure ledger until such time as they are bound in accordance with the Directions. Any such ledger shall comprise a volume of the Inventory.
18. Every addition to the Inventory shall be certified as accurate and complete by two persons, one of them a representative of the administrative body and the other a representative of the Fabric Advisory Committee at the foot of the (last) page of the relevant entry.
19. Any additional object which the Fabric Advisory Committee considers, after consultation with the Commission, to be of 'outstanding' interest shall be designated as such upon addition to the Inventory. It shall be *starred at the relevant inventory entry, and a copy of that entry shall be entered in the ledger on a separate page under the title 'Schedule of outstanding objects'. All such entries shall be certified by two persons, one a representative of the administrative body and the other a representative of the Fabric Advisory Committee, at the foot of the (last) page of the relevant entry.
20. A record of the 'sale, loan or other disposal' of any inventoried object approved under the Measure shall be maintained in a separate ledger. Each entry shall be printed or typed on a separate page (or on consecutive pages with the inventory number as running head) and shall include the following information:
 - i. The inventory number.
 - ii. The date of the Notice of approval issued by the Fabric Advisory Committee or the Commission.
 - iii. The date and circumstances of the sale or other disposal, or the date and duration of any approved loan together with name and address of the trust, gallery, or other institution to which the loan was made.
21. A marginal reference to any Notice of approval for the 'sale, loan or other disposal' of an inventoried object shall be made against the relevant inventory entry: the original entry shall not be struck out or erased. The destruction, theft or loss of any item shall be similarly recorded.
22. The administrative body, having consulted the Fabric Advisory Committee, shall make such provision as seems appropriate for ensuring that the location of every item in the Inventory may be traced at any time.

B SPECIAL DIRECTIONS

1. Loose Architectural, Archaeological and Miscellaneous Objects and Fragments

1.1 Loose architectural, archaeological and miscellaneous objects and fragments which a Fabric Advisory Committee considers to be of 'interest' shall be entered in a dedicated inventory volume or in a general inventory volume: in either case entries shall be made in accordance with the Special Directions following.

1.2 Inventory entries for loose architectural, archaeological and miscellaneous objects and fragments shall be classified in accordance with General Directions 10 or 12, save in such cases as Special Direction 1.3 may apply.

1.3 A 'collection' of architectural, archaeological or miscellaneous objects or fragments which is considered to be of 'interest' or 'outstanding interest' as an entity may be entered in the Inventory under a single number according to the following system:

- i. Inventory number.
- ii. Location.
- iii. Total number of constituents.
- iv. Brief description of 'collection' including the building or object of which the fragment originally formed a part (if known).
- v. Bibliographical reference to published catalogue (if any).
- vi. Note of photographic record (if any; see Special Direction 1.5).

Any constituent object of the 'collection' that is of 'outstanding interest' (where the collection is not of 'outstanding interest' as a whole) shall be given an individual inventory number, comprising the inventory number of the collection plus a suffix letter, and each such object shall be additionally and separately scheduled and bound in accordance with General Directions 10 and 11.

1.4 Uncatalogued or unsorted materials which a Fabric Advisory Committee considers to be of 'interest' as a whole or in part may be entered in the Inventory under a single number as for Special Direction 1.3 pending a detailed review of their contents.

1.5 All loose architectural, archaeological and miscellaneous objects and fragments included in the Inventory as being of 'outstanding interest' shall have a photographic record. All other objects included under Special Direction 1 shall have a photographic record to the extent that the Fabric Advisory Committee considers appropriate.

1.6 A locative index of all loose architectural, archaeological and miscellaneous objects and fragments shall be appended to the relevant inventory volume.

2. Musical Instruments

2.1 Inventory entries for organs shall include under 'description' the organ stop list.

3. Objects in the Possession of the Chapter as Trustee or on Loan.

3.1 All objects in the possession of the chapter which the chapter holds as trustee or on loan, and which the Fabric Advisory Committee considers to be of architectural, archaeological, artistic or historic interest shall be entered in a separate inventory volume(s), to which the General Directions and Special Directions shall apply except as varied below.

3.2 Entries in the Inventory shall include the following information additional to that required by the General Directions or Special Directions:

i. a) In the case of a charitable trust: the name of the trust, the objects of the trust and the registration number (if registered with the Charity Commissioners);

b) In the case of any other trust: details of the beneficiaries;

c) In the case of a loan: purpose of loan and the name and address of the owner.

ii. Date of the acquisition as trustee or on loan.

iii. Date of and parties to trust instrument or written loan agreement (if any).

iii. a) In the case of a trust other than a permanent trust: details of when the trust will terminate;

b) In the case of a loan: the duration of loan;

v. Specific requirements under terms of trust or loan as to the care or conservation of the object.

3.3. Objects which are on temporary loan for a period of not more than one year shall be entered separately in an appendix entitled 'objects on temporary loan', and the entry shall comprise the following information only:

i. The category or type of object, with a note of the popular name/title (if any).

ii. The name and address of the lender.

iii. The purpose and duration of the loan.

4. **Printed Books and Manuscript Books**

4.1 All printed books and manuscript books which a Fabric Advisory Committee deem to be of 'interest' shall be entered in the Inventory either individually or by the incorporation into the Inventory of existing catalogues, shelf lists or inventories in accordance with the Special Directions following:

4.2 Individual entries for printed books shall contain the following information:

- (i) Inventory number, together with press mark or other library identifying notation.
- (ii) Author and short title (including volume number if relevant).
- (iii) Place and date of publication.
- (iv) Format or measurement of page.
- (v) Any special characteristics.
- (vi) Published references (if any).
- (vii) Nature of photographic record (if appropriate).

4.3 Individual entries for manuscript books shall contain the following information:

- (i) Inventory number, together with library identifying number-shelf mark/location.
- (ii) Author and title/contents; language; illumination.
- (iii) Date and place of origin.
- (iv) Size; foliation/pagination (if possible).
- (v) Type of constituent materials.
- (vi) Any special characteristics.
- (vii) Published references (if any).
- (viii) Nature of photographic record (if appropriate).

4.4 All material entered under Special Direction 4.2 or 4.3 above and deemed to be of 'outstanding interest' shall be starred * at the relevant inventory entry and separately scheduled in accordance with General Direction 11.

4.5 Where a Fabric Advisory Committee passes a resolution that, in its opinion, an existing catalogue, shelf list or inventory or part thereof already contains the information required by Special Direction 4.2 and/or 4.3 (or what it deems to be a sufficient quantity of that information) in respect of items deemed to be of 'interest', that catalogue, shelf list or inventory in its entirety may be designated as a schedule to the Inventory compiled under the Measure. The schedule shall then be given a single entry in the appropriate inventory volume in accordance with the following system:

- (i) Inventory number.
- (ii) Number and title of schedule.
- (iii) Brief description of the contents of the schedule.
- (iv) Total number of constituent items within the schedule.
- (v) * (starred) Identification of any items within the schedule which are deemed to be of 'outstanding interest'.

If an existing catalogue referred to in an entry made under this Special Direction contains within it one or more discrete collections that are deemed to be of interest in themselves, then that entry shall also include the following information:

- (vi) Name of collection/donation/bequest (if known).
- (vii) Name of donor and/or collector with dates (if known).
- (viii) Number of constituent items within the collection.

4.6 Any material in a schedule made under Special Direction 4.5 that is deemed to be of 'outstanding interest' shall be entered in a separately bound schedule. The entry shall comprise the inventory number, the number and title of the schedule, and the author, title and date of the material in question. The schedule shall be certified as accurate and complete in accordance with General Direction 6.

4.7 Assemblages of uncatalogued or unsorted materials which a Fabric Advisory Committee considers to be of 'interest' as a whole or in part may be entered in the Inventory under a single number pending a detailed review of their contents. The entry shall include the following information:

- (i) Inventory Number.
- (ii) Location.
- (iii) Total number of constituents.
- (iv) Brief description.

- 4.8 Where there is no existing photographic record, General Direction 13 shall apply to books, manuscripts, and library collections to the extent to which the Fabric Advisory Committee considers appropriate.
- 4.9 Special Direction 3 shall apply to all printed books and manuscript books which are in the possession of, but not owned by, the chapter. This shall include material which is deposited with the chapter and, where this is the case, the same information shall be given as is required for material on loan.

5. Archival Materials

- 5.1 All archival materials which a Fabric Advisory Committee deems to be of 'interest' shall be entered in the Inventory either individually or by the incorporation into the Inventory of existing catalogues, calendars or inventories in accordance with the Special Directions following:
- 5.2 Individual entries for archival materials (whether collections or individual items) shall contain the following information:
- (i) Inventory number, with suffix code (if any).
 - (ii) Location.
 - (iii) Name of collection/item, and description of contents.
 - (iv) Physical description, including quantification of items.
 - (v) Date (or range of dates).
 - (vi) Administrative and custodial history/provenance.
 - (vii) Nature of photographic record (if appropriate).

All material deemed to be of 'outstanding interest' shall be starred * at the relevant inventory entry and separately scheduled in accordance with General Direction 11.

- 5.3 Where a Fabric Advisory Committee passes a resolution that, in its opinion, an existing catalogue, calendar or inventory or part thereof already contains the information required by Special Direction 5.2 (or what it deems to be a sufficient quantity of that information) in respect of items deemed to be of 'interest', that catalogue, calendar or inventory in its entirety may be designated as a schedule to the Inventory compiled under the Measure. The schedule shall then be given a single entry in the appropriate inventory volume in accordance with the following system:
- (i) Inventory number.
 - (ii) Existing reference code(s).

- (iii) Number and title of schedule.
 - (iv) Brief description of the contents of the schedule.
 - (v) Total number of constituent collections/items within the schedule.
 - (vi) * (starred) Identification of any collections/items within the schedule which are deemed to be of 'outstanding interest'.
- 5.4 Any material in a schedule made under Special Direction 5.3 that is deemed to be of 'outstanding interest' shall be entered in a separately bound schedule. The entry shall comprise the inventory number, the number and title of the schedule, and a copy of the individual entry for the item in question. The schedule shall be certified as accurate and complete in accordance with General Direction 6.
- 5.5 Assemblages of uncatalogued or unsorted materials which a Fabric Advisory Committee considers to be on 'interest' as a whole or in part may be entered in the Inventory under a single number pending a detailed review of their contents. The entry shall include the following information:
- (i) Inventory number.
 - (ii) Location.
 - (iii) Total number of constituents.
 - (iv) Brief description of contents, including approximate date range.
- 5.6 Where there is no existing photographic record, *General Direction 13* shall apply to archival materials to the extent to which the Fabric Advisory Committee considers appropriate.
- 5.7 Special Direction 3 shall apply to all archival materials which are in the possession of, but not owned by, the chapter. This shall include material which is deposited with the chapter and, where this is the case, the same information shall be given as is required for material on loan.

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