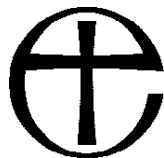


THE CATHEDRALS FABRIC COMMISSION FOR ENGLAND

**ADVISORY GUIDELINES
FOR THE FORM OF THE INVENTORY
OF A CATHEDRAL CHURCH**

**SUPPLEMENTARY TO THE
DIRECTIONS**

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Note These supplementary Advisory Guidelines and the Directions 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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- Note:
- The 'Measure' refers to
the *Care of Cathedrals Measure 1990*.
 - The 'Rules' refers to
the *Care of Cathedrals Rules 1990*.
 - The 'Commission' refers to
the Cathedrals Fabric Commission for England.
 - The 'administrative body' refers to the body by which
administrative functions are performed in relation to the
cathedral church under its cathedral statutes.
 - The 'chapter' refers to the dean and chapter or
cathedral chapter.¹

1. PURPOSE OF THE INVENTORY

The purpose of the statutory Inventory required under the Measure may be summarised as follows:

- a) to identify and record all items considered by the Fabric Advisory Committee to be of architectural, archaeological, artistic or historic interest in the possession of the chapter of a cathedral church;
- b) to identify, after consultation with the Cathedrals Fabric Commission for England, those items considered to be of 'outstanding' interest;
- c) additionally to record the acquisition of any item of architectural, archaeological, artistic or historic interest purchased or received into the possession of the chapter of a cathedral church and to designate any such items considered to be of 'outstanding' interest;
- d) to aid the proper care, conservation and security of the objects inventoried;
- e) to record the loan, sale, disposal or loss of any object entered in the Inventory.

2. THE LEGISLATIVE FRAMEWORK

- 2.1 a) Section 13 (1) of the Measure states that:-

¹ These references should be updated as appropriate following the *Cathedrals Measure 1999*

It shall be the duty of the administrative body of a cathedral church to compile and maintain an inventory of all objects in the possession of the chapter which the Fabric Advisory Committee considers to be of architectural, archaeological, artistic or historic interest, in accordance with the rules made under this Measure, and to complete the compilation of that inventory before the expiration of five years beginning with the date on which this section comes into force.

Section 13 of the Measure came into force on 1 October 1990.

- b) Additionally, Section 13 (2) of the Measure states that:-

It shall be the duty of the Fabric Advisory Committee of a cathedral church to designate those objects included in the inventory compiled and maintained for the cathedral church under subsection (1) above which the committee considers, after consultation with the Commission, to be of outstanding architectural, archaeological, artistic or historic interest.

- c) Section 2 (1)(b) of the Measure prohibits the administrative body or a cathedral church from implementing any proposal:-

for the sale, loan or other disposal of any object the property in which is vested in the chapter of the cathedral church, being an object of architectural, archaeological, artistic or historic interest... unless the proposal has been approved under this Measure.

- (d) Further, Section 6 (1)(a)(iv) states that an application for approval for a proposal shall be made to the Cathedrals Fabric Commission where the proposal would involve:-

the sale, loan or other disposal of any object for the time being designated under section 13 (2) of this Measure in relation to the cathedral church as being of outstanding architectural, archaeological, artistic or historic interest.

- 2.2 (a) Rule 17 of the Rules states that:-

The form of the inventory compiled and maintained by an administrative body under section 13 (1) shall be in accordance with any general or specific directions given by the Commission of which notice in writing has been sent to the administrative body.

3. THE SCOPE OF THE INVENTORY

- 3.1 The scope of the Inventory is determined by the statutory requirement that it shall include 'all objects in the possession of the chapter which the Fabric Advisory Committee considers to be of architectural, archaeological, artistic or historic interest'. This includes all objects in these categories which the chapter holds as trustee or on loan.

- 3.2 Discretion as to which categories of object, and which individual objects, to include in the Inventory rests with each Fabric Advisory Committee. However, in general the Commission would advise that ‘object’ should be interpreted as wide-ranging in its reference and should embrace movable and removable items and contents, including ornaments, furnishings and fittings, books and manuscripts, displaced architectural and archaeological materials, musical instruments and other artifacts of ‘interest’. Interpretations of what is movable or removable may vary, but the Commission considers that it would be in the long term interest of all cathedrals to aim to include in the Inventory categories such as stained glass and monuments (and see Appendix 1).
- 3.3 An object of architectural, archaeological, artistic or historic ‘interest’ should be taken to be any object of intrinsic merit in these fields, or any object which in some way elucidates or extends the current knowledge or understanding of the architectural, archaeological, artistic or historic heritage of a cathedral church and its foundation, or which is illustrative of its contribution to ecclesiastical or wider history.²
- 3.4 Objects selected for entry in the Inventory should not be restricted to particular periods or dates.
- 3.5 Any object in the possession of the chapter may be included in the Inventory, irrespective of whether it is located in the cathedral church or elsewhere.

4. PROCEDURAL MATTERS

- 4.1 Implicit in the wording of Sections 13 (1) & (2) of the Measure is a firm expectation that the compilation and maintenance of the Inventory will be achieved through the collaboration and partnership of the administrative body and Fabric Advisory Committee. Although the extent of the task will vary from cathedral to cathedral, it is recommended that each administrative body in consultation with its Fabric Advisory Committee should develop the appropriate procedures.
- 4.2 The first step should be for the Fabric Advisory Committee to indicate to the administrative body, and to whoever will be compiling the Inventory on its behalf, what categories of object it wishes to see inventoried and where the threshold of ‘interest’ lies. A draft Inventory should then be compiled along these lines and submitted to the Fabric Advisory Committee for approval.
- 4.3 When the Fabric Advisory Committee is satisfied that all parts of the draft Inventory are complete, it should then proceed to consult the Commission as required under Section 13 (2). The first step in this procedure should be for the Fabric Advisory Committee to submit as consultative documents, the Inventory entries of those objects which it considers may be *prima facie* ‘outstanding’. After

² On the definition of ‘outstanding interest’ see Guidance Note 7, *Cathedral Inventories: Designation of Outstanding Items* (1996)

consultation, the relevant schedule should be prepared in accordance with General Direction 11.

- 4.4 Following consultation with the Commission, the approved schedule of 'outstanding' objects should be certified in accordance with General Directions 6 & 11, the schedule appended to the Inventory and the relevant entries marked in accordance with General Direction 11. Administrative bodies are invited to provide a copy of the schedule to the Commission.
- 4.5 In preparing the draft Inventory, the administrative body should decide which (if any) categories of object indicated by the Fabric Advisory Committee, or which (if any) specific collections of objects it wishes to enter in a dedicated inventory to be listed under General Direction 4.
- 4.6 In addition, the administrative body should indicate which (if any) of its existing inventories or catalogues it wishes to propose to the Fabric Advisory Committee as being of a suitable standard to designate as a schedule to the Inventory, in accordance with General Direction 12.
- 4.7 The duty of the administrative body of a cathedral church to maintain the Inventory should be regarded as including an obligation to undertake a periodic review of the Inventory in order to take account of any additions or other changes. Such a review may result in the list of 'outstanding' objects being amended.
- 4.8 Because of the extent and distribution of collections, and the specialised nature of certain categories of object, it is suggested that the administrative body would be assisted in the discharge of its statutory duties by the appointment, in consultation with the Fabric Advisory Committee, of an Inventory management committee.

5. SECURITY

- 5.1 The number of copies of the Inventory is not stipulated by the Measure. It is suggested that **two** copies should be prepared, **one** of which should be deposited in the bank or other secure store away from the cathedral and **one** copy held in the administrative body's office. It is recommended that:
 - a) No copy or part of the Inventory should be available on 'open access'.
 - b) A list of those persons authorised to consult the Inventory should be drawn up by the administrative body.
 - c) All persons consulting the Inventory, or any part thereof, should be required to sign an appropriate authorisation form recording the name, office or address, and date of each consultation.
 - d) The authorisation form should be either pasted into the front fly-leaf of each volume of the Inventory or retained by the administrative body or its authorised representative.

- 5.2 All working papers used in the preparation of the Inventory, photographs and photograph negatives, and any such papers etc. used for the maintenance of the Inventory may represent a security risk and should be kept in a secure, dry store.
- 5.3 The possibility of a risk to security also applies to Inventories prepared using computer or other information technology. It may be considered advisable to copy all relevant files prepared using a hard disk to soft/floppy disks and to initialise the appropriate hard disk (i.e. permanently erase the data held on that disk). All floppy disks should be kept in a secure, dry store and made available only with the appropriate authorisation.

6. NOTES TO THE GENERAL DIRECTIONS

General Direction 1

- 6.1 Throughout the Directions, Inventory (with a capital letter) is used to denote the statutory Inventory in its entirety, whereas inventory (with a small letter) is used in a more general sense, e.g; when referring to individual inventory volumes.

General Direction 2

- 6.2 Other than in the preparatory or draft stages, loose-leaf binders, spring binders, card index files, and PC floppy disks are not an acceptable form for the Inventory. An archival quality paper or photo-copier paper graded 'high rag, low acidity' is to be preferred (information on suppliers may be obtained through the Museum Documentation Association). Computer print out is not considered acceptable as the inks currently available are held to be fugitive over time.³ Inventories prepared using computer technology should be copied onto an archival quality photo-copier paper.
- 6.3 The administrative body should determine both whether the title of the inventory (general or dedicated) should be placed on the cover and/or spine of the binding, and whether individual volumes of the same inventory should be numbered by volume or by the numbers of the inventoried objects entered therein.

General Direction 3

- 6.4 The wording of the title, which should be determined by the administrative body, should indicate whether the inventory is a general inventory or dedicated inventory of a particular category of object (e.g. monuments) or collection (e.g. silver plate); the title may also note when a collection is registered with the Museum and Galleries Commission.

General Direction 6

- 6.5 See Appendix 3, Forms 1 and 2 .

³ This was considered the case in 1992, but technology advances and the specification of inks now available may be checked.

General Direction 7

- 6.6 e.g:-
Schedule 1.
List of Objects Designated as Outstanding
Care of Cathedrals Measure 1990 Section 13 (2).

General Direction 8

- 6.7 E.g:-
(Dedicated inventory of the cathedral plate)
1/234; ... Chalice spoon; silver ...
- 6.8 Any category of object, or collection of objects, for which a dedicated inventory is not considered appropriate should be entered in the general inventory under the appropriate headings with a note of the collection to which it belongs.

E.g:-
2744
(Harding Bequest) Autograph manuscript score; Cello sonata; ...

General Direction 9

- 6.9 E.g:-
9748 A-J
Monument, tomb of Earl Roger de Selsey; bay 2 north presbytery arcade;
1385; iron railings enclosing stone tomb chest with recumbent effigy,
tester suspended by 2 decorated iron rods supporting horizontal iron bar
from which funeral achievements (helm, gloves) are suspended.

9748 A.
Freestanding railings iron, gilded finials; fluted corner posts ... etc.

E.g:-
2790 A-G +
Window; stained & painted glass; south transept, south wall; English; 14th
century; 7 major lights surmounted by oculus and tracery.

2790 A
Window; south transept, south wall: light 1 (L.-R.); stained & painted
glass; William of Andover; c 1360; 7 panels - a. (top) cherubim, b.
standing angel, c. prophet ... etc.

E.g:-
597 A-E
Chalice & cover, paten & cruet set; silver & parcel-gilt; Ag. Smith;
London; 1984; hallmarked.

597 A

Chalice; silver ... etc.

- 6.10 Where appropriate, objects for which there is firm evidence to demonstrate that they once formed part of a larger object, ensemble or 'set' may be entered under a suffix letter to a single inventory number, with a note under 'type of object' giving either a bibliographical reference in support of the association or stating that the object is 'believed to be from ...'. Fragments known to be from a single object should be entered using suffix letters for each component fragment with a note of the location of all fragments.

General Direction 10

- 6.11 Inventory entries should be brief yet give sufficient information to identify and describe the object and its principal or distinctive characteristics.

E.g:-

576

Altarpiece [The Three Magi Altarpiece]; north ambulatory chapel altar; lime wood; painted & gilded, pair pierced steel escutcheons (doors); German; c 1550; painted inscriptions (1) on central panel frame: **ET ADORABUNT EUM OMNES REGES TERRAE + OMNES GENTES SERVIENT EI**, (2) scroll upper part central panel: + **GLORIA IN EXCELSIS DEO** +; central panel: 46cms x 64cms; two single leaf doors: 46cms x 32cms; central panel: Adoration of the Magi; doors: (left) kneeling prince, noblemen and ladies set in open landscape with distant buildings, (right) group of shepherds, labourers and animals set in bucolic landscape; fair, some paint loss on door fronts.

- 6.12 Save in the case of a Special Direction to the contrary, bibliographical references to an inventoried object are not required as an integral part of the inventory entry. Where bibliographical information is included as part an inventory, it is suggested that such references are restricted to published corpora, catalogues or other standard works of reference where a given object is fully described and recorded. In those cases where an abbreviated reference is used in the inventory entry, the full reference should be given, with the abbreviation, in an appendix to the Inventory.
- 6.13 Re General Direction (GD) 10 point (i). It is a standard collections management practice in museums for each object to be given a unique inventory or accession number which is also marked onto the object itself in a permanent yet reversible medium. Ten methods for marking and labelling have been identified by the Museums Documentation Association (MDA), based on seven guiding principles: security of mark or label, reversibility, extent of risk to object, discretion of position, availability/cost of materials and safety of use, time taken to mark/label, minimisation of number of methods employed for labelling a collection. It is suggested that this museum standard is desirable in the context of a cathedral Inventory and that, in the long term, every object should be discretely marked according to a method approved by the Museums Documentation Association (published fact sheets can be obtained from the MDA at the address given in Paragraph 8.2 below). Temporary marking or labelling using a method which

does not harm an object in any way and which draws on published or available conservation advice is recommended as a short-term expedient. The development of a policy for marking and labelling as a phased programme of management is also recommended.

- 6.14 Re GD 10 point (ii). Inventory entries may be grouped together according to particular categories or types of object, location, date or other preferred method, although a system based on the category or type of object is to be preferred. An indication of the possible categories of object which may be included in the Inventory is provided in Appendix 1.
- 6.15 Also re GD 10 point (ii). For ‘Loose Architectural, Archaeological and Miscellaneous Objects and Fragments’ see Special Directions 1 and section 7.1 below.
- 6.16 Also re GD 10 point (ii). The Commission intends to establish a working party to consider ‘Architectural Plans, Drawing & Surveys’ and, depending on the conclusions reached, may issue specific advice on this category of object.⁴
- 6.17 Re GD 10 point (iii). A specific location should only be entered in the Inventory where this is permanent or semi-permanent.

E.g. (permanent):-

1497

Wall tablet; north transept, west wall ... etc.

E.g. (semi-permanent):-

2178

Chalice; case 9 of Cathedral Plate display in chapter house ... etc..

A movable object in use should be noted as ‘in use’ and the building in which it is normally used should be stated.

E.g.:-

1974 H

Chalice; in use in cathedral ... etc.

- 6.18 Also re GD 10 point (iii). If the permanent or semi-permanent location of an object is changed, its new permanent or semi-permanent location should be entered in the Inventory. If an object ‘in use’ in a specific building is removed from use in that building, its new location should be entered as appropriate. See also General Direction 22 and paragraph 6.31 below.
- 6.19 Re GD 10 point (x). It is recommended that the ‘provenance’ of an inventoried object should also note any other conditions attaching to a gift or bequest, or any other condition affecting the sale, loan or disposal of an inventoried object.

⁴ In 1995, following the working party, the Commission jointly with English Heritage, published *Cathedral Fabric Records* containing general advice. No additional Special Directions were thought to be necessary however.

General Directions 11

- 6.20 Under Section 13 (2) of the Measure a Fabric Advisory Committee has a statutory duty to ‘designate those objects ... which it considers, after consultation with the Commission, to be of outstanding ... interest’. As a basis for that consultation it is suggested that the full Inventory entries of those objects considered *prima facie* to be ‘outstanding’ are submitted to the Commission as consultative documents.
- 6.21 In determining which objects should be designated as ‘outstanding’ the Commission intends to undertake further consultation where appropriate with the National Art Collections Fund, the Reviewing Committee on Export of Works of Art, the British Museum (medieval), the Victoria & Albert Museum (post-medieval), and the National Gallery (paintings).

Guidelines on the definition of ‘outstanding’ may be issued by the Commission after consultation with the appropriate national bodies.⁵

General Direction 12

- 6.22 E.g:-
1412; *Schedule 2: Clocks and Dials*; as catalogued by Dr. G. Evans in 1987; comprising a collection of historic clocks and other time pieces bequeathed to the cathedral in 1892 by Sir John T. Fugit; 32 items; 8 numbers i-iv, vi, xxii-xxvi, xxxi are considered to be of ‘outstanding interest’.

General Direction 13

- 6.23 It is firmly recommended that a whole-plate black and white photograph of archival quality is entered for each object unless the size, complexity of detail or distinctive embellishment of an object necessitates a fuller or comprehensive photographic record. Colour photographs may be used to supplement the record where appropriate. It is recommended that ‘instant’ photographs or colour transparencies are not to be used as the images are fugitive and have been shown to fade in the short to medium term.
- 6.24 Individual entries or entries for certain categories of object (e.g. monuments) may be supported by copies of ground plans, floor plans elevations, and measured or other drawings. Original design drawings, plans, or other illustrations or inventoried objects may themselves be considered eligible for entry, but should not be used to support the written description of an inventoried object.

General Direction 14

- 6.25 Wherever possible indicators giving the inventory number and a metric scale, should be photographed with the inventoried object.

⁵ See now Guidance Note 7, *Cathedral Inventories, Designation of Outstanding Items (1996)*

- 6.26 There is a presumption that one set of photographs will be retained as a reference collection in a secure store.

General Direction 17

- 6.27 As a volume of the Inventory, the form of ledger must be such that the pages are firmly held and not easily removed without authorisation (e.g. a loose-leaf binder with a bar held by screws or locked in position with a key). Ring binders or other loose-leaf binders without secure retaining bars are not recommended. The ledger should be kept in a secure, dry store and consulted only with the appropriate authorisation (see paragraph 4.i above).
- 6.28 Although the chapter may acquire objects at any time, the Fabric Advisory Committee should indicate what objects it considers to be of ‘interest’ or *prima facie* of ‘outstanding interest’ at the time of acquisition.

General Directions 17-19

- 6.29 For Specimen Certification, see Appendix 3, Form 3.

General Directions 20 & 21

- 6.30 For Specimen Record Form, see Appendix 3, Form 4 and 5.

General Direction 22

- 6.31 The administrative body may determine that, as a matter of good management, a locative index of every item in the inventory should be compiled and maintained. It should be recognised, however, that any such index may represent a potential security risk. See also General Direction 10 (point iii) and paragraphs 6.22 and 6.23 above.

7. NOTES TO SPECIAL DIRECTIONS

7.1 LOOSE ARCHITECTURAL, ARCHAEOLOGICAL AND MISCELLANEOUS OBJECTS AND FRAGMENTS.

Special Direction 1.1

- 7.1.1 A dedicated inventory may include any object within these general categories which, although re-used as building material, is considered to be of ‘interest’ as an entity.⁶

Special Direction 1.3

- 7.1.2 Inventory entries may be grouped together according to the general categories, ‘architectural’, ‘archaeological’ or ‘miscellaneous’.

⁶ See further Advisory Note 2, *Cathedral Inventories: Recording Worked Stone (2001)*

The following categories give an indication of what may be included in the Inventory, but should not be taken to exclude other categories which a Fabric Advisory Committee may consider to be of 'interest'.

1. Free-standing sculpture (e.g. statuary).
2. Architectural sculpture.
3. Architectural mouldings.
4. Categories & types of object listed in Appendix 1.
5. Miscellaneous objects & fragments.

7.1.3 Directions for the detailed handling, cleaning, marking, storing and recording of stone objects and fragments are given in: *Recording Worked Stones*, Council for British Archaeology Practical Handbook No. 1, 1987.

Note:

The cleaning of all artifacts, including worked stones, should not be undertaken without the guidance of a qualified conservator (See Section 9 below).

7.1.4 Re Special Direction (SD) 1.3 point (iii). Collections of mouldings may be represented by the entry of a single example of each identifiable type of moulding profile with a note of the total number of pieces comparable to the inventoried example in the collection.

7.1.5 Re SD 1.3 point (iv). In the case of archaeological objects and fragments, bibliographical reference may be made to any published excavation report describing the collection.

7.1.6 Re SD 1.3 point (iv). Moulding profiles may be used to supplement the written inventory entry. Care should be taken to ensure that moulding profiles are only taken from examples in good condition and which retain a sound surface.

7.2 **MUSICAL INSTRUMENTS**

No advice specific to these special directions is offered.⁷

7.3 **OBJECTS IN THE POSSESSION OF THE CHAPTER AS TRUSEE, OR ON LOAN.**

No advice specific to these special directions is offered.

7.4 **PRINTED BOOKS AND MANUSCRIPT BOOKS**

Special Direction 4.1

7.4.1 When considering which materials are to be included in the Inventory, the Fabric Advisory Committee should consult with at least two individuals with appropriate

⁷ But see further Guidance Note 6, *Cathedral Organs and the Care of Cathedrals Measure* (1996), which contains a section 'What makes an organ historic? A guide to identification'.

experience. One should be the operative cathedral librarian, and another an external specialist with experience of early printed books or manuscript book (as appropriate to the cathedral in question). Such individuals should be invited to attend all relevant discussions and, where appropriate, should be core members of any Inventory management sub-Committee. External specialist advice may be sought through the British Library, the Bibliographical Society, and the Rare Books Group of the Library Association.

7.4.2 Although the definition of which materials are of ‘interest’ and of ‘outstanding interest’ is the responsibility of the Fabric Advisory Committee (in consultation with the appropriate specialists and, in the case of ‘outstanding’ objects, with the CFCE), the following broad definitions are offered as a guideline:

- (i) All manuscripts should be regarded as of interest, together with all books printed before 1801 (including pamphlets, single sheets, loose maps, prints, and music).
- (ii) ‘Outstanding interest’ might be held to include all manuscripts earlier than 1701 and all books printed before 1501.⁸

These definitions are suggested as general guidance only, and should not be taken to preclude more recent materials which may be regarded as of ‘interest’ or ‘outstanding interest’ by the Fabric Advisory Committee.

Special Direction 4.2

7.4.3 Eg:-
297; Stack 12.1.5. Slope, Revd. O; observations on Episcopal Authority; London, 1861; pamphlet in quarto.

Eg:
1851; A.3.1.
Geraldus Cambrensis; Journey Through Wales (trans. Owen, Revd. J.); 1809, Gloucester; quarto; contains hand written margin notes by a traveller evidently following Gerald’s route through Wales.

7.4.4 Re SD 4.2 point (v). Special characteristics may include evidence of earlier ownership, details of illustrations, noteworthy binding, hand-written margin notes, bookplates or other indications of ownership, provenance, etc. this should also include a note of any imperfections: missing leaves, quires or plates, misbindings, etc. These details should include all features which must be retained in any future conservation work (see Note On Conservation below section 9).

7.4.5 Re SD 4.2 point (vi). Published references may include bibliographies such as STC, Wing or Adams, or specific articles in periodicals.

7.4.6 Re SD 4.2 point (vii). See paragraph 7.4.20

⁸ See also Guidance Note 7, *Cathedral Inventories: Designation of Outstanding Items* (1996)

Special Direction 4.3

7.4.7 Eg:-

2129; Cathedral Song School, A.4.1.
Harding, Revd. S; Cello Sonata in D Minor; original manuscript in English; 1851, Hiram's Hospital, Barchester, England; folio, paper in boards. Contains occasional leaves with ink sketches and personal observations. Black and white negatives and prints available of frontispiece and of folios 8-12.

Eg:

*1169; Denver collection, shelf B.4. anon; Clavicula Solomanis Regis; various treatises on magic; English and Latin; illustrated; 17th century; London; folio; paper and vellum in leather; flyleaf contains reference to lot number of the volume in a sale at Spitalfield 1779; black and white prints of cover and frontispiece; full document on microfilm.

7.4.8 Re SD 4.3 point (v)

Eg:-

Paper, parchment, papyrus, binding in leather, wooden boards, etc.

7.4.9 Re SD 4.3 point (vi). Special characteristics may include binding, flyleaves, metalwork attachments, embossed stamps, illuminations, dedications, etc.

7.4.10 Re SD 4.3 point (vii). See paragraph 7.4.5.

7.4.11 Re SD 4.3 point (viii). See paragraph 7.4.20

Special Direction 4.5

7.4.12 Eg:-

Schedule 5 : Pre-1951 Library Accessions : a catalogue containing all library accessions before 1951; variety of subjects; 612 items.

Eg:-

3122. Schedule 1 : Grantly collection; a catalogue, compiled in 1922, of the collection donated to the library in 1904 by Mr. J. Plumstead; being the private library of the 19th century Archdeacon, Dr. Grantly; mostly theological and political texts; 700 items; * numbers 2, 42, 316 and 324 are of 'outstanding interest'.

Eg:-

1691. Schedule 4. Bentley Room Catalogue; a bound catalogue of the content of the room set aside for the library by Dean Bentley in 1864; compiled by Canon Ball in 1876, 2112 items; numbers 8, 16-21, 38-59, 51, 212, 418, 519, 914-919, 1104-1021 and 2001-2009 are of interest. Included within the catalogue are two discrete collections which are of interest in themselves:

- (a) the Bentley collection, being the Dean's personal collection bequeathed to the Cathedral's Library in 1873; predominantly botanical and horticultural works; 312 items (numbers 1-132)

- (b) the Grimeswood Donation; being the library of the Revd. Algernon Grimeswood, a local antiquarian, donated to the Cathedral Library by his wife in 1841; mostly scholarly antiquarian texts; 602 items (numbers 890-1492).

7.4.13 It is recognised that many existing catalogue or inventory entries will not include all the requisite information, and it is therefore left to the discretion of the Fabric Advisory Committee to determine whether an existing entry is sufficiently detailed for it to be acceptable initially. However, it is recommended that such incomplete entries be amplified to the required standard as soon as resources allow. Reference may be made to more than one source if appropriate; e.g. a catalogue and shelf list together may contain all the requisite information even if each individually does not.

7.4.14 An existing catalogue may include a slip or card index system. However, in such cases it should be recognised that this affords little opportunity for security and that, where practical, the information should be copied into a securely bound volume.

7.4.15 Where an existing catalogue, shelf list or inventory which forms a schedule under Special Direction 4.5 also contains items which are not deemed to be of 'interest', it is recommended that some method of distinguishing the entries be employed. This might include, for example, the use of a dated stamp to indicate all those items which are part of the Inventory.

7.4.16 Re SD 4.5 point (v). If every item within the schedule is of 'outstanding' interest then a statement to this effect will be acceptable. If a large proportion (but not all) of the items are of 'outstanding interest' then it may be deemed more practical simply to list those items which are not of 'outstanding interest':

Eg:-

all items are of 'outstanding interest' except 1, 19, 23-26; 31 and 40.

7.4.17 Also re SD 4.5 point (v). It is recognised that items of 'outstanding interest' within a schedule made under Special Direction 4.5 will not in themselves be starred* or otherwise distinguished in any way. However, it is recommended that where possible such entries should be amended and so starred or distinguished for ease of reference.

Special Direction 4.6

7.4.18 The abbreviated entry required in the schedule of outstanding objects should not, of course, preclude a more detailed entry if desired. In some instances it may actually be more practical simply to include a copy of the full entry.

Special Direction 4.7

7.4.19 Eg:-

706 : Milward room, box 5; 123 items, mostly assorted pamphlets and guidebooks, all re-1974.

Special Direction 4.8

7.4.20 ‘A photographic record’ for this purpose includes records on microfiche and microfilm (and may additionally include bibliographical references to photographs in published works).

Special Direction 4.9

7.4.21 Material which is owned by, but not in the possession of the chapter is not strictly required to be included in the Inventory under the terms of the Measure. However, it is recommended that such material be included in the Inventory as a matter of good practice when resources permit. This will include material deposited with local records offices, archives and libraries.

7.5 ARCHIVAL MATERIALS

Special Direction 5.1

7.5.1 When considering which materials are to be included in the Inventory, the Fabric Advisory Committee should consult with at least two individuals with appropriate experience. One should be the operative cathedral archivist, and another an external specialist with experience of historic archival materials (as appropriate to the cathedral in question). Such individuals should be invited to attend all relevant discussions and, where appropriate, should be core members of any Inventory management sub-Committee. External specialist advice may be sought through the Historical Manuscripts Commission.⁹

7.5.2 ‘Archival materials’ may be defined as all materials, whether currently in use or already in storage, which have been selected for permanent preservation by the archivist and administrative body of the cathedral. This includes both historic materials and current working records, (e.g.: foundation charters, chapter minutes and accounts, land registers, deeds, architectural and archaeological records – written, drawn and photographic – conservators’ reports, etc). As a matter of general guidance only it is suggested that all archival materials should be considered to be of interest.

Special Direction 5.2

7.5.3 It is recognised that there is no readily applicable definition of ‘outstanding’ archival materials. It is suggested, however, that the term be used to denote only exceptional materials, such as foundation charters, early surveys and maps, etc. Specific examples might include Magna Carta, Textus Roffensis and the Exon Domesday.¹⁰

⁹ The Historical Manuscripts Commission, Quality House, Quality Lane, London WC2H 1HD (tel. 020 7242 1198; www.hmc.gov.uk).

¹⁰ See also Guidance Note 7, *Cathedral Inventories: Designation of Outstanding Items* (1996)

- 7.5.4 E.g.: -
1121; Archives, room 1B; Priory and Chapter Register; this series of bound volumes represents material from the mid-13th to early 16th centuries, and comprises cartularies, estate memoranda and lease registers. Their present form dates from c1710 – 1753 when they were bound or rebound under the direction of the auditor at the time, one Simeon Slope. This was carelessly executed, and the ordering of the volumes is consequently confused. 76 volumes; microfiche record available.
- 7.5.5 It is assumed that the majority of archival entries will be made at group-level for reasons of practicality. However, this should not be taken to preclude the expansion of entries to accommodate descriptions of individual items, or sub-sets, within any given group, if this is deemed appropriate.
- 7.5.6 Re SD 5.2 point (iv). E.g.: -
58 paper rolls and booklets.
Parchment book, 492ff, paper flyleaves and leather-covered boards.
- 7.5.7 Also re SD 5.2 point (iv). The physical description should also include, where appropriate, any reference to the state of repair and conservation needs of the collection or item.
- 7.5.8 Re SD 5.2 point (vii). See paragraph 7.5.13

Special Direction 5.3

- 7.5.9 E.g.: -
914; RA 12; Schedule 7, catalogue of Receivers' Accounts 1341 –1528 compiled 1899; mainly estate revenues; ninety-eight paper rolls and booklets.

Special Direction 5.4

- 7.5.10 If every item within the schedule is of 'outstanding' interest then a statement to this effect will be acceptable. If a large proportion (but not all) of the items are of 'outstanding interest', then it may be deemed more practical to simply list those items which are not of 'outstanding interest'. E.g.: -
All items are of 'outstanding' interest **except** 1. 19, 23-26, 31 and 40.
- 7.5.11 It is recognised that items of outstanding interest within a schedule made under Special Direction 5.3 will not in themselves be starred * or otherwise distinguished in any way. However, it is recommended that where possible such entries should be amended and so starred or distinguished for ease of reference.

Special Direction 5.5

- 7.5.12 3109; Archives, room 41, box 19; assorted correspondence, financial accounts, newspaper cuttings, etc., mostly 19th century; 161 items.

Special Direction 5.6

- 7.5.13 'A photographic record' for this purpose includes records on microfiche and microfilm (and may additionally include bibliographical references to photographs in published works).

Special Direction 5.7

- 7.5.14 Material deposited with the chapter may include episcopal or parochial/diocesan records.
- 7.5.15 Material which is owned by, but not in the possession of, the chapter is not strictly required to be included in the Inventory under the terms of the Measure. However, it is recommended that such material be included in the Inventory as a matter of good practice when resources permit. This will include material deposited with local records offices, archives and libraries.

8 NOTE ON INFORMATION TECHNOLOGY

- 8.1 Administrative bodies may well find appropriate information technology useful in compiling their Inventories, and the Commission would encourage this, subject to General Direction 2 and paragraph 6.2 above.
- 8.2 The Museums Documentation Association (MDA) has developed a user-friendly cataloguing software package called **MODES** which is specifically designed for museum and archive records, catalogues and printed indexes. This software will be compatible with **MODES Plus** which, is currently being developed by the MDA which will provide on-line retrieval and searching facilities. **MODES Plus** will run on networks of IBM PC-compatible microcomputers. Training facilities and a **MODES** Help-line are available through the MDA Computer Centre.¹¹
- 8.3 The Commission may, from time to time issue additional advice regarding information technology

9 NOTE ON CARE AND CONSERVATION

- 9.1 Under the terms of Section 4 (2) (a) of the Measure the Fabric Advisory Committee is under a duty to:
- give advice to the administrative body of the cathedral church on the care, conservation, repair or development of the cathedral church...
- 9.2 The committee's advisory role is to be regarded as extending to those objects in the possession of the chapter entered in the inventory. The compilation of the Inventory provides an opportunity both for an evaluation of the provisions made

¹¹ Museums Documentation Association, Jupiter House, Station Road, Cambridge CB1 2JD (tel. 01223 315760; www.mda.org.uk).

for the care and security of all objects in the possession of the chapter, and also for a preliminary evaluation of the need for specialist conservation work required for the preservation, care and future well-being of any object. It is recommended that such a review should be extended to include those objects on loan to trusts, museums or other institutions.

- 9.3 For collections registered with the Museums and Galleries Commission see Appendix 2.
- 9.4 It should be recognised that all remedial work to manuscript books and printed books and historic archival materials (especially those which are of ‘outstanding interest’) should be treated as conservation work. Valuable historic material may be wholly or partially destroyed by unthinking rebinding or repair, and it is important that specialist advice is sought in such cases. Further information and advice on conservation can be obtained from the National Preservation Office of the British Library.¹²

¹² The British Library, 96 Euston Road, London NW1 2DB (tel. 020 7412 7332; www.bl.uk).

APPENDIX 1.

CHECK-LIST OF POSSIBLE CATEGORIES AND TYPES OF OBJECT (GENERAL INVENTORY)

The following list is provided as an *aide-memoire* to the possible categories and types of object that may be considered by the Fabric Advisory Committee (and attention is drawn to paragraph 3.2 above).

1. Altars & Fonts

- (1) Altars and communion tables (incl. gradines, altar slabs, *mensae*, inscriptions and consecration crosses on altars).
- (2) Reredoses, altarpieces, altar screens & 'tables'.
- (3) Antependia & frontals.
- (4) Riddel posts & curtains.
- (5) Dossals (dorsals).
- (6) Fonts, font covers and font canopies (incl. counter-balances & lifting gear).

2. Furnishings

- (1) Credence tables.
- (2) Aumbries.
- (3) Piscinae and stoups.
- (4) Altar rails, communion rails & sanctuary rails.
- (5) Pulpits (incl. railings, sounding boards, testers, pulpit lecterns and reading desks).
- (6) Lecterns & legilia.
- (7) Missal stands & altar lecterns.
- (8) Episcopal thrones & stalls (*cathedrae*) (incl. canopies over and any additional furnishings).
- (9) Sedilia & sanctuary chairs.
- (10) Stalls (including misericords).
- (11) Benches and pews.
- (12) Biers, stools, coffin trestles and catafalques.
- (13) Chests, coffers & cope chests.
- (14) Roods & rood lofts.
- (15) Lofts, galleries and watching chambers.
- (16) Screens & pulpita (incl. note of statuary & other ornaments).

3. Plate of Precious Metals

(including boxes & containers)

- (1) Chalices and covers.
- (2) Chalice spoons.
- (3) Flagons & cruets.
- (4) Strainers & strainer trays.
- (5) Fistulae or reeds.
- (6) Ciboria.

- (7) Pyxides (pyx) (incl. pyx cases or pyx boxes).
- (8) Monstrances.
- (9) Patens.
- (10) Alms dishes or basins.
- (11) Salvers.
- (12) Crosses (note any which comprise a set with lights) (incl. altar and processional crosses).
- (13) Feretories & reliquaries.
- (14) Super or portable altars.
- (15) Icons & rizas.
- (16) Textus (Gospels in ornamented covers).
- (17) Registers or bookmarkers.
- (18) Chrismatories.
- (19) Salts (*Saltaria*)
- (20) Censers.
- (21) Incense boats (ships) and spoons.
- (22) Holy water vats (situla) & sprinklers (aspergilia).
- (23) Paxes.
- (24) Croziers (incl. funerary croziers & *sudaria*).
- (25) Staves (incl. pastoral staves, vergers staves & wands, staves & maces).
- (26) Pectoral crosses.
- (27) Jewels (incl. detached morsers & enamels).
- (28) Rings.
- (29) Miscellaneous regalia & accoutrements.

4. Other Vessels & Ornaments

(All materials **except** Plate & incl. any objects in the above categories of Plate which are not of precious metal or embellished with enamel or jewels).

- (1) Cups (incl. coconut cups (nucis)).
- (2) Crosses & crucifixes (incl. lantern or funerary crosses).
- (3) Font ewers.
- (4) Pewter vessels.
- (5) Brass vessels.
- (6) Vessel glass, ornaments & crystal.
- (7) Miscellaneous vessels & ornaments.

5. Vestments

- (1) Albs, amices & apparels, girdles.
- (2) Chasubles.
- (3) Dalmatics & tunics.
- (4) Stoles & maniples.
- (5) Copes (incl. hood, morse & orphreys).
- (6) Mitres (incl. lappets, orphreys & mitre boxes).
- (7) Surplices, cottas, rochets.
- (8) Scarves, tippets, chimeres, hoods.
- (9) Miscellaneous.

6. Textiles & Embroideries

- (1) Altar cloths & linen (incl. frontals, super frontals or frontlets, fair linen cloths, palls, corporals & purificators).
- (2) Communion linen.
- (3) Burses & chalice veils.
- (4) Monstrance & pyx veils and cloths.
- (5) 'Lentern array'.
- (6) Embroideries.
- (7) Flags & banners.
- (8) Rugs & carpets.
- (9) Miscellaneous textiles (incl. lectern cloths, houseling cloths, tapestries & hangings).

7. Musical Instruments

- (1) Organs (incl. chamber organs, portative organs, decorated or painted pipe-work, organ cases, & displaced fragments).
- (2) Other musical instruments.
- (3) Music stands.

8. Bells

Including handbells, sanctuary bells, gongs, carillons & displaced clappers and fragments.

9. Clocks Dials

- (1) Clocks (incl. brackets).
- (2) Timepieces.
- (3) Vestry clocks
- (4) Astronomical clocks.
- (5) Removed parts of clocks.
- (6) Jacks.
- (7) Dials & sundials.

10. Monuments

- (1) Chantries.
- (2) Monuments, effigies (not wax) & funerary sculpture (incl. railings, testers & canopies).
- (3) Memorials (incl. wall tablets, incised or inscribed memorials, ledger slabs).
- (4) Shrines & shrine bases.
- (5) Easter sepulchres.
- (6) War memorials.
- (7) Churchyard monuments & mausolea.
- (8) Freestanding statuary & sculpture (other than funerary sculpture).
- (9) Canopies, testers & baldacchini.
- (10) Funerary achievements (incl. funerary croziers & militaria).

- (11) Cists & sarcophagi.
- (12) Coffin lids & grave slabs.
- (13) Coffin furniture, plates & inscriptions.
- (14) Monumental & commemorative brasses (incl. matrices, indents & donor plates).

11. **Plaster & Wax Casts, Models & Effigies**

12. **Paintings**

(In all cases decorated or painted frames, whether contemporary or not, should be included)

- (1) Mural paintings (incl. consecration crosses & painted texts).
- (2) Dptychs, triptychs, polyptychs & retables.
- (3) Paintings on canvas & wood.
- (4) Royal arms.
- (5) Hatchments.
- (6) Decalogue, creeds & other painted inscriptions.

13. **Glass & Window Glass**

- (1) Historic plain glazing.
- (2) Stained & painted glass (incl. fragments).
- (3) Etched & engrave glass.
- (4) Ferramenta.
- (5) Ventilator quarries.

14. **Tiled & Inlaid Surfaces**

- (1) Encaustic & other tiles.
- (2) Floor mosaic & inlaid floors.
- (3) 'Opus sectile' pavements & revetments.
- (4) Wall & ceiling mosaic & inset revetments.

15. **Ceramics**

- (1) Vessels & ornaments.
- (2) Tin-glazed earthenware.

16. **Lights & Light Fittings**

- (1) Chandeliers, hanging lights & 'coronae'.
- (2) Lights, candlesticks & candelabra (incl. altar lights, shrine lights & votive candle stands, sanctuary lamps, catafalque candlesticks, tenebrae hearses, cresset stones, freestanding and processional lights/lanterns candleholders/torches, sconces, reading & stall lights, porch & overthrow lights, lamp standards, gasoliers).
- (3) Tapers & snuffers.

**16. Loose Architectural & Archaeological Fragments,
Fragments of Furnishings¹³**

18. Miscellaneous

- (1) Militaria (other than funerary achievements).
- (2) Civic or other swords (incl. sword rests)
- (3) Windlasses.
- (4) Doors with ironwork.
- (5) Door furniture & keys.
- (6) Miscellaneous iron & metalwork (incl. gates, grilles, railings not listed).
- (7) Unclassified wood & timberwork.
- (8) Graffiti, masons' marks, tracing floors.
- (9) Miscellaneous.

¹³ See section 7.1 above; and also Advisory Note 2, *Cathedral Inventories: Recording Worked Stone (2001)*

APPENDIX 2.

A NOTE ON THE MUSEUMS AND GALLERIES COMMISSION REGISTRATION SCHEME FOR MUSEUMS IN THE UK

Under the terms of a scheme launched in 1988, the Museum & Galleries Commission (MGC)¹⁴ offers registration to museums which are able to meet a range of specified professional standards. Registered status provides general eligibility for grants and subsidised services (e.g. object conservation) provided by the MGC and the Area Museums Councils (AMC). The scheme is supported by a number of other funding agencies which may also provide financial assistance to museums from time to time.

The MGC registration scheme takes as its basis the definition of a museum drawn up by the UK Museums Association;

‘A museum is an institution which collects, documents, preserves, exhibits and interprets material evidence and associated information for the public benefit’

Although the MGC does not currently consider the above definition of a museum to be appropriate to an entire cathedral on the basis of its historic contents, it recognises that some cathedrals have developed discrete Museums which may satisfy all aspects of the definition accepted by the MGC.

A cathedral museum seeking registration with the MGC must meet the standard terms and conditions, the key requirements of which are

- (1) "accordance with the Museums Association definition of a museum."
- (2) "an acceptable constitution and financial basis, and compliance with all legal and planning requirements."
- (3) "an acceptable standard of collection management policy."
- (4) 'access to professional curatorial advice.'

The exact terms of reference within which a cathedral museum may be accepted for registration with the scheme is a matter for direct consultation between the administrative body of a cathedral church and the MGC. However, it has been established that the *Care of Cathedrals Measure* 1990 is accepted by the MGC as providing a sufficient regulatory (but not management) framework for a governing body of a cathedral museum and that the administrative body of a cathedral church is an appropriate governing body. The MGC has indicated that an acceptable statement of collections management policy will include the adoption of a voluntary code of practice on acquisition and disposal, involving a general presumption against disposal of items from a museum's collection.

¹⁴ The MGC has now been replaced by Resource, The Council for Museums, Archives and Libraries, 16 Queen Anne's Gate, London SW1H 9AA (tel. 020 7273 1444; www.resource.gov.uk).

The appointment of a cathedral museum management committee appointed by, and answerable to, the governing body would provide an acceptable management framework for a museum registered with the MGC.

In considering the registration of cathedral museums the MCC has emphasised that it would be important for a cathedral museum to be based on a designated permanent collection. At the same time, it recognises that a cathedral museum might hold ‘on loan’ items occasionally required for ceremonial or liturgical use, or items belonging to parish churches in the diocese. Such ‘loans’ would be subject to appropriate documentation under the scheme and the MGC will be able to advise both on loans and documentation requirements for a designated museum collection.

One of the key requirements for registration is ‘**access to professional curatorial advice**’. What is required is not so much specialist subject knowledge (although access to this will be important), but training and/or experience in museums and collections management. This requirement may be met by members of existing cathedral staffs. The MGC has already recognised in relation to other kinds of institution that many small museums are unable to employ full-time trained and/or experienced museum staff. It is therefore accepted that professional curatorial advice may be provided by a Curatorial Advisor appointed to the governing body. The services of such an Advisor might be provided voluntarily, or by agreement with their employing authority, or on a consultancy basis. In the case of a cathedral museum the Curatorial Advisor would be invited to become a member of the managing committee. The relevant Area Museums Council will be able to provide guidance on the appropriate level of advice required.

**APPENDIX 3.
SPECIMEN FORMS**

FORM 1

**SPECIMEN CERTIFICATION OF AN INVENTORY VOLUME OR SCHEDULE
COMPILED IN ACCORDANCE WITH THE CARE OF CATHEDRALS
MEASURE 1990 Section 13 (1)
(See General Direction 6).**

We certify that the attached inventory volume/schedule compiled by the administrative
body of the cathedral church of _____ (dedication)

at _____ (place) under Section 13 (1) of the *Care of Cathedrals Measure* 1990 is
an accurate and complete record, in accordance with the Directions issued under Rule 17
of the *Care of Cathedrals Rules* 1990, of all objects under the title of this inventory
volume/schedule which the Fabric Advisory Committee of this cathedral church
considers to be of architectural, archaeological, artistic or historic interest.

(On behalf of the Fabric Advisory Committee)

Signed

Name.....

Office.....

Date.....

(on behalf of the Administrative Body)

Signed

Name.....

Office.....

Date.....

FORM 2

SPECIMEN CERTIFICATION FOR A SCHEDULE OF OBJECTS DESIGNATED AS BEING OF 'OUTSTANDING' INTEREST UNDER SECTION 13 (2) OF THE CARE OF CATHEDRALS MEASURE 1990 (See General Directions 6 and 12).

We certify that the attached schedule (number) compiled by the administrative body of the cathedral church of (dedication) at (place) is an accurate and complete record of those objects included in the Inventory which, after consultation with the Cathedrals Fabric Commission for England, have been designated by the Fabric Advisory Committee of this cathedral church as objects of outstanding architectural, archaeological, artistic or historic interest under Section 13 (2) of the *Care of Cathedrals Measure 1990*.

(On behalf of the Fabric Advisory Committee)

Signed

Name.....

Office.....

Date.....

(on behalf of the Administrative Body)

Signed

Name.....

Office.....

Date.....

FORM 3

SPECIMEN CERTIFICATION OF ADDITION OF OBJECT OF OUTSTANDING INTEREST TO THE INVENTORY (See *general Direction 19*)

We certify that this addition to the Inventory compiled by the administrative body of the cathedral church of _____ (dedication) at _____ (place) under Section 13(1) of the *Care of Cathedrals Measure 1990* is an accurate and complete record of the object which the Fabric Advisory Committee of this cathedral church considers to be of outstanding architectural, archaeological, artistic or historic interest.

(On behalf of the Fabric Advisory Committee)

Signed

Name.....

Office.....

Date.....

(on behalf of the Administrative Body)

Signed

Name.....

Office.....

Date.....

FORM 4

SPECIMEN RECORD FORM FOR SALE OR OTHER DISPOSAL See General Direction 20)

Title of inventory volume or schedule

Inventory/schedule number

Whether designated as of 'outstanding interest' : Yes / No

Date of Notice issued by the Fabric Advisory Committee approving the proposed sale/disposal (for 'non-outstanding' objects only)

Date of Notice issued by the Commission approving the proposed sale/disposal (for 'outstanding' objects only)

Date & circumstances of sale or other disposal

Signed.....

Date
.....

(Chapter Clerk)

FORM 5

SPECIMEN RECORD FORM FOR LOANS (See *General Direction 20*)

Inventory/schedule number

Whether designed as of 'outstanding' interest : Yes/No

Category or type of object, with note of popular name/title

Brief description

Purpose of loan

Name & address of organisation or person requesting loan

Name & address of correspondent

Dates of loan (inclusive)

Date of exhibition/display/other

Insurance arrangements (transport & exhibition/display etc.)

Note of any conservation work carried out in preparation for loan, with note of name and address of conservator

Note of any special instructions for packing & transport (accompanied transport/type of packing/environment etc.)

Note of any special conditions agreed for duration of loan (environment/monitoring/lighting/display case etc.)

Condition of object before loan (note of any additional photographs taken to supplement written record)

Condition of object after loan (note of any conservation work required following loan; name and address of conservator)

Photographic record before loan

Photographic record after loan (if required)

Date when loan approved by Fabric Advisory Committee, or:

Date when loan approved by Commission (for 'outstanding' objects only)

Signed.....

Date.....

(Chapter

Clerk)

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