



## Deposit of Books and Documents



### Books

Hymn and prayer books, service sheets, communion booklets etc which are no longer in use are still of interest in showing the history of liturgy in the parish. Keep at least one copy of each for reference.

Finely bound desk and altar copies of the Bible and Book of Common Prayer which may no longer be in use are valuable and should be kept safely in the vestry or a diocesan depository.

Libraries and book collections which have a connection with the parish are part of the church's heritage and should be kept in the church or locally if possible. If significant items cannot be properly cared for, deposition with a university, a

museum or a large public library with specialist staff is an option but will require a faculty. Contact your DAC Secretary for advice.

Many parishes set up devotional lending libraries in the 1950s and 1960s, the contents reflecting the spirituality of the period. If there is a plan to dispose of these, the DAC should be consulted and a list compiled and kept with the parish papers.

### Documents

All parish registers and records more than 100 years old have to be deposited with the diocesan record office, unless special dispensation is granted by the bishop.

Any records over 100 years old which the parish is permitted to retain must be stored in the conditions set out in the Parochial Registers and Records Measure 1978, and are subject to inspection by a diocesan archivist.

More recent but non-current records and registers may also be deposited in the diocesan record office and a list of these should be kept with the church inventory.

The 1978 Measure provides for the bishop of each diocese to issue directions on the safekeeping, care and preservation of register books and records; details will be available from the diocesan office.