

THE GLAZIERS TRUST

GUIDELINES FOR MINIMUM INFORMATION REQUIRED IN CONSERVATOR'S REPORTS ACCOMPANYING FACULTY AND GRANT APPLICATIONS

Part A: General information

STAINED GLASS

1. Location of Stained Glass

Use the Corpus Vitrearum Medii Aevi System or a diagrammatic plan. The C.V.M.A. numbering system is preferred. If another system is used it must indicate the precise location of the windows. A ground plan should always be included.

2. Description of the Window Opening

Number of main lights and dimensions. A measured sketch is acceptable.

3. Description of Stained Glass

Give date, artist, identification of subject, details of inscriptions, if any and bibliographic references, if appropriate.

4. Photographs

These should be good quality colour prints or colour photocopies of the interior and exterior. All images to be annotated with dedication and location of building, window number, light number, panel number and date. There should be general and detailed views, to show the condition of the window/s. Points of particular relevance should be highlighted.

5. Condition of Glass

This should include all related materials, the glass, pigments, paint/enamel, stain, masonry, brick, lead, structural supports, the materials of any protective system that may be in place and the type and size of the structural support. It should also include details of any previous restoration or conservation programmes.

6. Conservation Proposals

The conservator should outline all the options for conservation treatment indicating which of these is his/her preferred option and why.