**Notes for using the MASS DIAL RECORD sheet**

Most of the boxes on the form are self evident but the following is for guidance.

The intention is that the sheets are a descriptive record only, but the Further Notes box can be used should other items of importance require recording. Write on the back of the form if desperate (but put PTO), or append a second sheet.

Units of measurement may be entered in either Imperial or S.I. The Register mustbe uniform in this respect so S.I. units will appear there, with conversion at 10" = 254 mm.

Place The name of the village or town, and address if necessary.

County. Enter the county name or use the Sundial Register (latest edition) as a guide. The Register will use the traditional County names.

Church / Owner This will usually be the Church of England but it can be Roman Catholic, Private, Historic Churches Preservation Trust etc.

Dedication eg ‘St Mary’. If the building is not a church, enter a description.

Age of Church Most churches are a mixture, so only make an entry if you have good evidence (usually Pevsner).

Landranger Give the map number in the OS Landranger series, eg LR101.

National Grid Reference Give a six-figure reference, eg SE 887 731. If the dial is outside the OS Reference area, Latitude and Longitude must be entered (degrees and minutes are sufficient).

Dial Number Enter ‘1 of 3’ etc. If doubtful dials are also noted, enter ‘1 of 3 +1?’ etc.

The count is frequently subject to opinion. Recorders should assign numbers at multi-dial locations. The first recording will be used as a basis for the Register.

Height Above Ground level Or height above the gutter if applicable.

Aspect = ‘Bearing’. Indicate ‘Magnetic’ (M) or ‘True’ (T), if you can measure to a degree. The Register will record True.

Position. Start with the principal part of the church, ‘nave’ = nave and aisle(s), ‘transept’ = transept and chapel. Distinguish between ‘porch entrance’ and ‘church entrance’. If you use ‘left’ and ‘right’, it is assumed you are outside the church and looking at it. If you are inside the church it is probably safer to use N, S, E and W. Use Edward Martin’s number code for position if you have any doubts about the clarity of your description. A position chart is available.

Condition. Rate this as Good, Fair or Poor. If it is a doubtful dial, enter ‘Doubtful’; such dials can be held for reference against early records. ‘Unknown’ can be used if a dial is reported but no condition has been indicated.

Description A brief description of the dial, with angles of lines and pocks if possible. Presentation of a photograph/drawing will enable members to measure angles in their own systems. If you enter angles, please specify the system used.

Circles, Lines, Pocks. Enter the number of each.

Numbers Enter None, Roman (R) or Arabic (A), and list them.

Other Features Any general comments eg Re-cut, Repositioned, Upside down, etc

Dial Radius. Enter the overall radius.

Gnomon. Occasionally there are remains. Sometimes a modern gnomon has been put in. Indicate as appropriate, with measurements.

Mortar Line. Enter ‘Horizontal, Vertical or Corner’. If no entry is made, it is assumed the gnomon hole is in the dial stone. If it is on a separate stone from the main markings, indicate in ‘Description’ or ‘Further Notes’.

Hole Diameter & Depth

Further Notes

Sun Dial. If there is a scientific sundial on the church, enter ‘Yes’ and how many if more than one.

Saxon Dial. If there is a Saxon dial on the church, enter ‘Yes’ and complete a separate entry as well, writing‘SAXON’ over ‘Mass’ at the record heading.

Diagrams Use the diagrams to indicate circles, lines and pocks. If you are completing the form in MS Word, straight lines and arcs can be drawn with practice - see below \*.

References Give any references you may know of for previous sightings.

Recorder Your name

BSS Your BSS Membership Number, or ‘NM’ for a Non-member.

Date Seen

Photographs Tick if you have sent one. Make a sketch anyway, useful for identification when the photos come back. Label photographs with (a) TOP (b) Place and County (c) Recorder’s name and/or BSS Membership Number.

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\* To draw lines in MS Word:

1. On the Insert tab, in the Illustrations group, click Shapes.
2. Under **Lines**, click any **line** style you like. Try the straight line, and the squiggle.
3. Click one location in the document, hold and drag your pointer to a different location, and then release the mouse button.
4. To return to normal typing, press the Escape key.