

Here are instructions and guidance for each question that you are asked to complete.

The link to the form is <https://forms.gle/o5yxWic1h9vsn7M4A>.

Details on how to find an item to catalogue are at the end of this document.

Thank you in advance for contributing to this catalogue!

1. Reference code

1. Reference code of the item you are describing *

This will always start with the word "prattinton"; for example prattinton/06/05/01.

Short-answer text

This is the string of the word "prattinton" followed by numbers found under the heading "Reference code". You can just copy and paste it from the website to the form.

2. Title

2. Title *

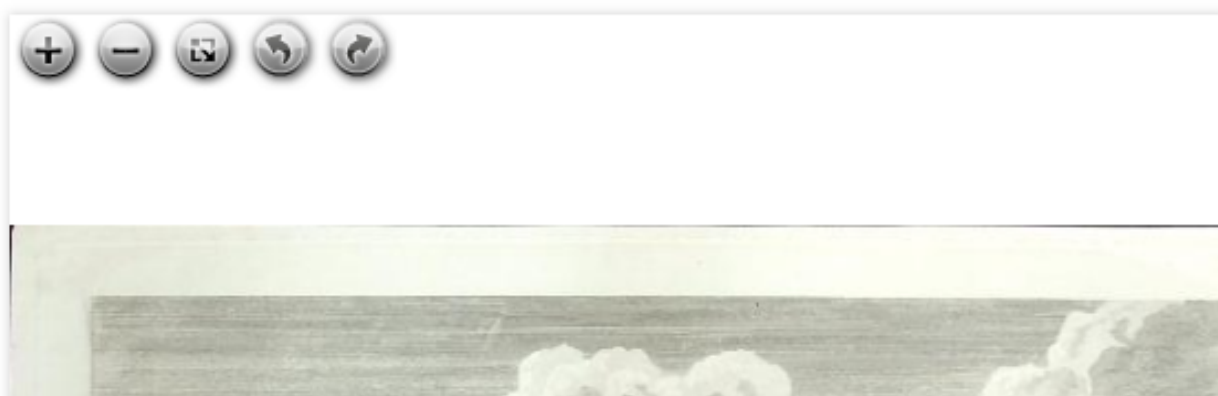
Please give a short title of the item, e.g. "Sketch of Bewdley", "Map of the river Severn", "List of parishioners in Droitwich", "Letter from Peter Prattinton to John Nichols"

Short-answer text

Please disregard the placeholder title that is already online (the name of the collection and an item number).

For this question you will need to look at the photograph of the item, perhaps in some detail. You can zoom in and out of the image by clicking on the plus and minus symbols in the top left corner. The symbol of a square with an arrow in it (in the middle) shows the image in full screen size. The two arrows on the right rotate the image by 90 degrees.

You may need to move your mouse over the picture to bring up these symbols.



If there are any problems with the image, for example it is blurry or cut off, there is a field on the form to enter this – please do so as it means we can retake the image with better quality.

Titles should be short but descriptive – there is an opportunity to add further detail later on the form. For example, it is enough to say “Letter from Peter Prattinton to John Nichols”, with the content of the letter being described later, or to say “Sketch of Bewdley” with details such as the vantage point, notable buildings and the artistic medium coming later.

The title should start with a capital letter and not end in a full stop.

Reference code and title are the only two compulsory fields, so everything that follows is a bonus!

3. Date

3. Date

Please only give a date if appears on the image or in the text. Otherwise leave this blank.

Short-answer text

Very many items in the collection will not have a date – that is fine and you can leave the field blank.

Please note – we are looking for the date of creation of the item in the photograph! If Prattinton is copying out a church inscription from 1528 and mentions this year, the date of his notebook is not 1528 – it is whenever he did the copying. You can add the date of things like inscriptions in the ‘Description’ field below.

Primarily it will be drawings, maps and letters that will have dates. Prattinton's own notes for the most part do not.

4. Description

4. Description

If you want to, you can give a fuller description of the image here. For example, if a sketch shows particular buildings or the content of a letter. This is optional!

Long-answer text

This is where you can add as much information as you like that you think will be useful to researchers. Names of individuals, families, churches and parishes are very helpful to mention – unless the entire item is a list of names! Because the image is available you don't need to copy out everything that is on it.

This field is very much optional! There will be many cases where you have already put everything that is relevant in the title so you can skip this.

If you are unsure about this field, err on the side of more detail rather than less. You can also leave a note on the bottom of the form specifically requesting feedback from the Archivist.

5. Creator

5. Creator

If an artist or writer is clear from the image, please add their name here. Just a surname is fine if that is all there is.

Short-answer text

If an item has been signed by the person who wrote, sketched, printed or otherwise created it, please add it here. If all that is given is a surname that is sufficient.

Many of the items will have been written by Prattinton himself. If you can recognise his handwriting, feel free to add his name here, otherwise the Archivist will complete this where necessary.

6. Problems with the image

Problems with the image(s)?

- it is an empty page
- blurry/cut off/otherwise poor quality
- this is incomplete/part of another item
- Other...

We have done our best to take good images and divide them into appropriate items, but things can go wrong. If there are any problems please let us know here and we will re-take the image or readjust the catalogue.

Please only tick “it is an empty page” if the entire record is blank – there may well be empty pages if an item is multiple pages long.

7. Any other comments or questions

Any other comments or questions

Long-answer text

This field is for comments specific to the item being catalogued – if you have general questions please email archives@sal.org.uk. You can also request feedback on your description here and the Archivist will get back to you.

We welcome comments on related material elsewhere, either published books/journals or archives in other collections!

8. Your details

⋮

Your details

If you would like to be acknowledged as part of this project and/or be notified when it is completed, please leave your name and/or email address.

Short-answer text
.....

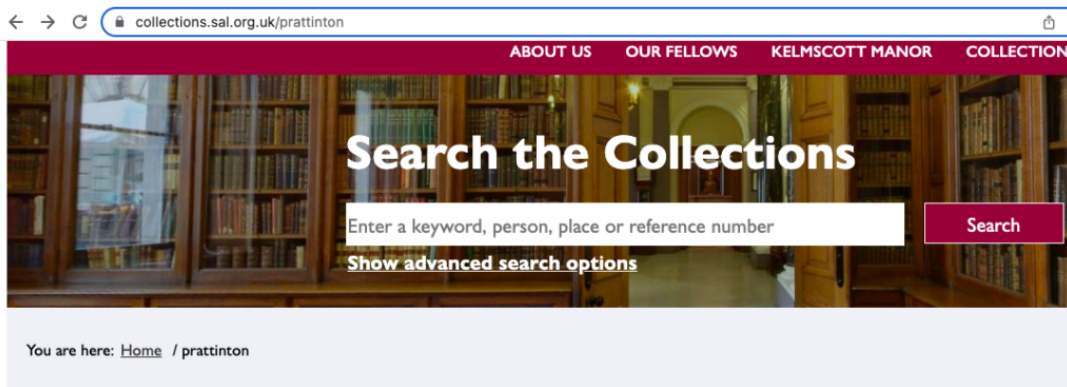
We will add a page of acknowledgements to the catalogue to thank all individuals and organisations who have helped us describe the collection. If you would like your name to appear on this, please add it here.

We will also send out an email to everyone who has contributed to a specific section of the catalogue ('file' or 'series' in archival terms) when the section is completed. If you would like to receive these notifications, please leave your email address here.

We will not use your personal details for any other purpose.

Finding an item to catalogue

1. Go to the website <https://collections.sal.org.uk/prattinton>.



Prattinton Collection - collaborative cataloguing

Reference code
prattinton
Title
Prattinton Collection - collaborative cataloguing
Level of description
fonds
Scope and content
This is the homepage of the collaborative catalogue for the Prattinton collection.

2. Select a file that you are interested in. You can click on any of the underlined entries to see more details of what they contain. For example, the alphabetical parish volumes will have sub-folders for different locations.

Contents

- [prattinton/01/01 - ABB-AKA \[collaborative cataloguing\]](#)
- [prattinton/01/04 - Bewdley, volume 1 \[collaborative cataloguing\]](#)
- [prattinton/01/05 - Bewdley, Part 2 \[collaborative cataloguing\]](#)
- [prattinton/01/06 - Bewdley, volume 3 \[collaborative cataloguing\]](#)
- [prattinton/01/27 - NAF-NOR \[collaborative cataloguing\]](#)
- [prattinton/01/39 - Worcestershire Views: A-D \[collaborative cataloguing\]](#)
- [prattinton/02/18 - Biography, vol. 1 \(A-C\) \[collaborative cataloguing\]](#)
- [prattinton/02/26 - Commonplace book \[collaborative cataloguing\]](#)
- [prattinton/06/05 - Portfolios - volume I \[collaborative cataloguing\]](#)
- [prattinton/07/05 - Miscellaneous pedigrees \[collaborative cataloguing\]](#)
- [prattinton/10/13 - Worcs. \[collaborative cataloguing\]](#)
- [prattinton/10/19 - Letters misc \[collaborative cataloguing\]](#)

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[prattinton/01/27/01 - Nafford, now part of Eckington](#)

[prattinton/01/27/02 - Naunton or Newinton, Newentune, Neaunton](#)

[Beauchamp](#)

[prattinton/01/27/03 - Northfield, Nordfeld](#)

[prattinton/01/27/04 - Norton & Lenchwick, Abbots Norton](#)

3. You can make a catalogue entry for anything that has an image on the right hand side of the screen and the word 'item' under the heading 'Level of description'.

[prattinton - Prattinton Collection - collaborative cataloguing](#)

[prattinton/01/39 - Worcestershire Views: A-D \[collaborative cataloguing\]](#)

[prattinton/01/39/24 - Dudley \[collaborative cataloguing\]](#)

Dudley - item 1

Reference code

prattinton/01/39/24/01

Title

Dudley - item 1

Level of description

item

Archival history

This part of the catalogue is designed to facilitate collaborative cataloguing. You are warmly invited to contribute descriptions for the digitised items on these pages. Please see <https://www.sal.org.uk/collections/prattinton-project> for details.

If you are looking for the existing catalogue of the Prattinton Collection, please go to <https://collections.sal.org.uk/pr>.



Please contact archives@sal.org.uk if you have any questions!