

### **Background to the Project**

As part of the activities to commemorate the centenary of the First World War, Bolton Archives and Local Studies unit is undertaking to record as many of the war memorials in the Borough of Bolton as possible. The information will be included in an ongoing project to record details of every Boltonian who died as a result of the First World War and to make that information publicly available. The details of every war memorial recorded will be passed on to the Imperial War Museum to be included in the IWM War Memorials Archive.

### **What we are recording**

Although our primary focus is on recording memorials to those who served in the First World War, we are including memorials to other wars too, especially where the names are listed alongside the First World War casualties. Much of this information is not recorded anywhere else and will be invaluable to future researchers.

We are covering the complete range of memorials, from public civic cenotaphs, to plaques and panels in businesses and private houses. Some memorials have been moved from their original locations and this is a chance to rediscover these important records of local history.

### **Guidelines for completing the recording form**

#### **1. Name of memorial**

This is who the memorial is to. It is the subject or focus of the memorial e.g. 'The men and women of Bolton', 'Parishioners of St James Church', 'Captain F R Thomas'.

#### **2.1. Current location**

This is where the memorial is at the time you are recording it, or if the memorial is lost, missing or stolen this is the last known location. If it is the last known location, please explain why under Additional Comments. For memorials in urban areas a full postal address is required, including postcode.

#### **2.2. Previous location**

Here we are trying to establish the location a memorial may have had prior to its current location and the reasons for its move. Please list previous locations chronologically with the most recent first and include the date and reason the memorial was moved to the next site (if known).

#### **3.1 Inscriptions**

Memorials and their inscriptions are of such variety that these guidelines cannot be prescriptive. Clarity and consistency are, however, essential.

- Please transcribe the inscription as you see it. Follow the lettering **exactly** using the appropriate sentence case, i.e. if it is in capital letters use them but if it is in lower case don't convert it to capitals.

- Mark the point at which the text goes onto a new line with a slash '/'.
- Unreadable parts of the inscription should be indicated by enclosing three stops in brackets, (...). This can be applied wherever relevant, including mid word or mid line.
- If there is Latin or Greek lettering please copy it and provide a translation below the inscription if you can. Similarly, if you know the source of poetry and quotations please make a note in additional comments.
- Prefix the position of inscriptions on the different faces of a memorial using the clock system. This is unnecessary for plaques but a useful method for multi-faceted monuments. Start at the main face which has the dedicatory inscription, this is 6 o'clock, and work around the memorial in a clockwise direction.
- Do not enter the name lists with the inscription, but identify their position in the inscription by entering (Names). Names should be listed in section 3.2 or photographed.

### 3.2 Names Listed

- If you enclose a names list please copy accurately and in the order **as it appears on the memorial**, remembering to indicate on which face or panel they appear.

### 4. Wars commemorated on memorial

- Please name the war(s) associated with the memorial starting chronologically with the earliest war first. This section is important because it may be that you do not have details of the inscription but you can confirm that the memorial is to a particular war. It is also important for us to allocate the memorial to the correct war.
- Add up how many names are listed on the memorial as died and how many are listed as served and returned. If you need to make an estimate of any figures, put 'c' or 'circa' before the figure. If those who died or served and returned are not distinguished put a question mark in these fields and quantify the Total Names on the Memorial.
- **We only want figures for actual names on the memorial**, i.e. If a memorial inscription commemorates '168 casualties' but does not list those casualties by name then the quantity of names on the memorial is '0'.

In the field How are the Names Ordered, we are interested in the criteria that have been used to order the listing of names. This may be alphabetical by surname, by service (e.g. Navy, Army, Air Force), by regiment, by rank, by year of death or by some other criteria.

### 5. Description of memorial

Describe the memorial in your own words. Start by giving the dominant feature and then add further detail e.g. 'A stone cross on a square two stepped base'. If you are familiar with architectural or decorative terms please use them. We record all physical types of memorial. For reference, types include (but are not limited to): cross/ crucifix; cenotaph; pillar/ column; obelisk; board (made of wood); plaque (made of metal, glass etc.); tablet (made of stone or ceramic); stone of remembrance; mosaic/ mural; gate; wall; building e.g. chapel, hospital extension, hall, sports pavilion, clock tower; window; church fabric and fittings e.g. pew, altar, candlestick, etc.; tree or avenue; sports field; garden; street; cairn; sculptured/ cast figure - this could be of a serviceman/ woman, civilians or an allegory e.g. of Victory or St George, which you should specify. The identification of allegorical figures can be difficult so if you are speculating please indicate with a question mark. Please describe any ornamentation on the memorial. Identify decorative features in detail where possible e.g. laurel, olive or palm leaf rather than leaf.

When recording the condition choose from the following:

- **Good** – the memorial is in a stable to good condition with all parts intact

- **Poor** – the memorial is suffering from physical damage, weathering or is physically unstable
- **Stolen** – the memorial has been stolen.
- **At risk** – the memorial is in danger of being destroyed or removed and no plans are in place to ensure its protection. **Lost**: this category is for when components are known to have been destroyed or there is confirmation that the memorial no longer exists
- **Missing** – this is when the current location of the memorial is unknown or the memorial cannot be found. If it is poor, stolen, at risk, lost or missing please put details in 11. Additional Comments. e.g. cracked, eroded, vandalised, etc., along with the approximate date the problem occurred.

## 6. Photographs

We can take any format of photo although digital is best as it means we won't have to scan the image. Ideally we would like:

- A general view, which shows the memorial's specific site
- More detailed photographs of inscriptions and ornamentation
- Photographs of specific points of deterioration if appropriate.

For digital photos a resolution of 300dpi in either JPEG or TIFF format is the optimum specification for us. The photograph can be emailed to the address below, as long as the total attachments do not exceed 3 megabytes. Alternatively the images can be supplied on cd-rom if convenient.

Please do not staple, tape, glue or cut photographs or negatives. Use a pencil if you annotate the back. Don't write too much. Use a number code e.g. 1, 2, 3 and list details under Additional Comments. You may wish to edit digital images by straightening them, adjusting the contrast, etc.

Please indicate that you are happy to transfer the copyright of the images to Bolton Libraries and Museums. The photographs will be used for research, our website and publication and the images will also be passed to the Imperial War Museum to form part of the War Memorials Archive.

## 7. Additional comments

Include anything additional to previous sections. Relevant elaboration is welcome.

## 12. Contact details

This is for your details. This information will only be retained by Bolton Libraries and Museums and will not be passed on to anyone else. Please ensure that you include the date that you carried out the survey as it helps to know when a memorial's condition was recorded.

## Thank you for your help

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**Bolton Remembers the First World War**