



WHAT TO DO IF YOU ARE CONCERNED ABOUT A HISTORIC GRAVESTONE

This guidance note is aimed at members of the public who are concerned about the current condition or potential threats to a historic gravestone and want to find out what they can do to help. Anyone who owns or has a responsibility for maintaining a historic gravestone will also find this note of assistance.

WHERE TO BEGIN - A FOUR STEP ACTION PLAN

Scotland's historic gravestones are a rich part of the nation's heritage, yet exposure to time and the elements mean that this valued resource is under threat. This guidance note is designed to help you identify where to start if you are concerned about the conservation of a historic gravestone. It identifies the main parties with an interest or a responsibility for historic graveyards that you can approach to discuss your concerns and sets out the four questions that should be answered before any physical intervention takes place.

Unfortunately, the number of surviving historic gravestones far outstrips the resources that are available to care for and conserve them. As a result, historic gravestones stand a far better chance of survival when members of the public become involved in their conservation. Although some work can only be carried out by professional conservators, members of the public can play an active and important part in conservation programmes. By working in co-operation with those who have a professional, statutory or special interest in historic gravestones and graveyards you are helping to ensure the survival of an historic gravestone. To be inspired by others who have undertaken just such a commitment, visit the graveyard projects page on www.scottishgraveyards.org.uk

The recommended 4 steps to take in the first instance are:

- **STEP 1: IDENTIFY AND CONTACT THE GRAVEYARD AND GRAVESTONE OWNERS**

Before carrying out any work it is necessary to obtain the permission of the gravestone's owner if this isn't you. In all cases, even if you are the gravestone's owner, permission must be received from the graveyard owner before any work can be carried out on-site. Permission may also be necessary to gain access to the graveyard. Working in conjunction with the graveyard owner also allows any problems or potential damage stemming from the graveyard environment to be more easily resolved.

- **STEP 2: IDENTIFY AND CONTACT OTHER PARTIES WHO COULD HAVE AN INTEREST IN THE HISTORIC GRAVESTONE**

There are a range of organisations and bodies that might have a responsibility or an interest in the historic gravestone you are concerned about. Most likely to be involved are official heritage bodies such as Historic Scotland, various local authority personnel (e.g. cemetery managers, planners, conservation officers and archaeologists), along with special interest community groups, such as local history societies and civic societies.

- **STEP 3: DETERMINE THE SCALE AND NATURE OF PROBLEMS FACING THE GRAVESTONE**

A more detailed understanding of the problems facing a gravestone is an important step forward in taking action. Some problems may be more difficult to remedy or at least minimise than others. Several resources are available to help identify what problems your gravestone may be facing, including information on graveyard health and safety and unstable gravestones.

- **STEP 4: IDENTIFY WHETHER YOUR GRAVESTONE HAS ANY SPECIAL QUALITIES**

Resources are available to help you work out if your gravestone has any qualities that make it particularly important from a historical or cultural perspective. Identifying any special attributes is crucial to ensure that physical intervention or other conservation measures respect and protect a gravestone's most significant characteristics. Understanding what qualities may be unusual or exemplary may enhance a case to secure funding, while an awareness of a gravestone's history may highlight other special interest groups who may be interested in the gravestone.

The final section of this guidance note includes a list of contacts highlighted in the main text.

STEP 1: IDENTIFY AND CONTACT THE GRAVEYARD AND GRAVESTONE OWNERS

- **GRAVEYARD OWNERSHIP**

After the Scottish Reformation, the heritors (the major property owners) of each parish were required to provide, maintain and manage burial grounds at or near the parish church. By Victorian times, local authorities and commercial cemetery companies began to take on the responsibility for providing burial grounds. Today, some cemeteries continue to be run as private companies, although many of the Victorian cemeteries that were once privately owned have since been transferred into local authority ownership.

Local authorities own and maintain the majority of graveyards in Scotland today. As well as cemeteries created by the local authority, ownership of most Church of Scotland graveyards passed into council control as a result of the 1925 Church of Scotland (Property and Endowments) Act. However other ecclesiastical bodies, for example the Roman Catholic Church, own and maintain their own graveyard sites. Local authorities also manage many more sites where ownership is unclear, such as graveyards attached to redundant churches. Often several different departments within a local authority are involved with the ownership and management of graveyards (e.g. bereavement services, parks and recreation and legal services).

Some historic graveyard sites occupy private land; however making contact with the owners of these sites may prove difficult. Many graveyards will have some form of on-site information board that will provide some clue to who owns the site. Where the on-site information only gives contact details for parties associated with the graveyard rather than the actual owners, these organisations should still be able to put you in touch with the graveyard owner. If there is no information at the site, consider asking local landowners and businesses if they know who owns the graveyard.

The following contacts may be able to help with establishing graveyard ownership:

- Information on graveyards sites that are currently open for burial, including contact detail of owners, is available on the **Bereavement Services Portal** www.bereavement-services.org

- Your local authority's web-site will have contact details for their cemeteries department. Contact details for all Scotland's local authorities can be found on the **Council of Scottish Local Authorities** website www.cosla.gov.uk
- **The Scottish Interfaith Council** acts as a bridge between civic communities and faith and religious organisations active in Scotland and will be able to give you contact details for the main religious groups home.btconnect.com/sifc
- Where ownership of a graveyard is not immediately clear, the **Registers of Scotland**, a government agency who maintain a record of land ownership, may be able to supply details. At present the Registers of Scotland levy a charge of £10.00 for a search of their records. Details of how to use their services can be found on their web-site www.ros.gov.uk
- In some cases, a graveyard might be owned or managed by a 'Friends of' group or a graveyard preservation trust. Some groups have taken up responsibility for managing the graveyard while others work with the local authority to promote and fund-raise for the site. Details of groups known to be active in Scotland are given online at www.scottishgraveyards.org.uk/projects.shtml

- **GRAVESTONE OWNERSHIP**

The owner of a gravestone is the lair holder, normally the family and descendants of the deceased. In Scotland it is normal practice for the purchaser of a lair to be granted this right in perpetuity. Effectively, this means that ownership of the lair (and responsibility for maintaining the gravestone) is passed on to descendants, who, frequently, cannot now be traced by the local authority or the body responsible for managing the graveyard.

Tracing the present owner of an historic gravestone is therefore likely to prove more difficult than for a gravestone erected more recently. It may be worth contacting any local history or family history societies in the area to see whether they have carried out research into family name(s) contained on the gravestone. The council's local history librarian will hold contact details of local groups. Contact details of family history societies may also be obtained from the **Scottish Association of Family History Societies** website www.safhs.org.uk

For many historic gravestones it is likely that ownership will remain unknown or uncertain. Current burial legislation in Scotland is unclear on who holds responsibility for maintaining historic gravestones if ownership cannot be traced. However, special procedures exist that allow local authorities, community councils or other parties to be conferred with the legal responsibility for an historic gravestone. For more advice on this contact the **Institute of Cemetery and Crematorium Management** or a solicitor.

STEP 2: IDENTIFY AND CONTACT OTHER PARTIES WHO COULD HAVE AN INTEREST IN THE HISTORIC GRAVESTONE

- **GRAVESTONE AND GRAVEYARDS WITH STATUTORY PROTECTIONS**

Many features such as gravestones - or indeed an entire graveyard site - may be classified as bearing special interest and protected by law. For example, if your graveyard is Listed or

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Scheduled (the two notable protections that might apply to historic gravestones and graveyards), this will determine the type of conservation work that you can complete, as well as the range of permissions needed. Guidance about working in a Listed or Scheduled graveyard is contained in Historic Scotland's free leaflet *Working in a Scheduled or Listed Graveyard or Burial Ground*, available from www.historic-scotland.gov.uk and www.scottishgraveyards.org.uk. For a graveyard with Scheduled status it is necessary to obtain prior consent from Historic Scotland before carrying out any work on an individual gravestone. For advice and more information on how to do this, contact **Historic Scotland** directly. To carry out work on a gravestone that has Listed status, or in a graveyard that has Listed status, you need to apply for consent from the local authority's planning department.

There are several ways to find out whether the gravestone or if the graveyard you are planning to work in is Listed or Scheduled. The **Pastmap** website www.pastmap.org.uk allows you to search for sites using a map of Scotland. Alternatively you can search Listing and Scheduling information on Historic Scotland's website www.historic-scotland.gov.uk using keywords, a site name or by the local authority area. Contact the local authority's planning department or **Historic Scotland** directly if you are uncertain about the status of a gravestone or graveyard.

- **VULNERABLE GRAVESTONES OF NATIONAL SIGNIFICANCE**

Concerns about gravestones or graveyards can be raised with the **National Committee on the Carved Stones of Scotland** (NCCSS). The NCCSS cannot carry out repair work or offer funding. Instead the Committee aims to draw attention to Scottish carved stones of all types and tries to encourage efforts for their preservation and understanding in accordance with best practices. **The Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS)** maintains CANMORE, a freely accessible record of the nation's built heritage. RCAHMS may be able to survey and record nationally important gravestones before weathering and other threats destroy the stone. In addition RCAHMS accepts copies of gravestone and graveyard surveys made by local groups or individuals.

- **SPECIAL INTEREST GROUPS**

Special interest groups may be able to give advice, offer practical assistance or help raise wider awareness about a deteriorating gravestone. Gravestones may be relevant to a clan society if the deceased person belonged to that family. Many clans have societies promoting clan history and offer assistance with genealogical study. Some of Scotland's most famous architects, such as Charles Rennie Mackintosh and Alexander Greek Thompson, provided designs for gravestones and memorials. Societies celebrating the lives and work of famous architects are likely to be interested in gravestones known to have been designed by them. In addition some stonemasons, most notably Cromarty's Hugh Millar, have societies dedicated to promoting their lives and work. The special interest contacts listed below all have an established interest in gravestones:

- The **Research In Palaeography** (RIP) project, led by Dr George Thompson, is researching lettering styles from gravestones across Scotland.
- **Scottish Covenanter Memorials Association** carries out repair projects for gravestones that commemorate Covenanters who died for their cause.
- The **Commonwealth War Graves Commission** erects and maintains gravestones commemorating servicemen and women killed while on active service. Gravestones set up by the Commission follow a distinctive design, often with a regimental emblem prominently displayed. If you are concerned about one of these gravestones, contact the Commonwealth War Graves Commission via their website www.cwgc.org .
- An online maritime memorials database www.nmm.ac.uk/memorials/ has been compiled by the **National Maritime Museum** at Greenwich.

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- The **Scottish Ironwork Database** www.scottishironwork.org/database.asp details iron structures either located in Scotland or manufactured by Scottish companies and includes entries for graveyard memorials and features.
- Several graveyards in Scotland have associated 'Friends of' groups or graveyard preservation trusts who may also be interested in learning more about the conservation work that you have plans for. Even when groups are working in a different geographic area to you, they may be interested in passing on the expertise and information developed through their own projects. Many groups are listed on www.scottishgraveyards.org.uk/projects.shtml

- **Interest in your local community**

Raising local awareness is an important part of conservation work. Local groups, organisations and individuals in your community may already have an interest in historic graveyards or want to get involved. Groups and organisations who might take an interest in what you are doing include:

- Local heritage, civic, amenity and residents groups – contact details for these can be obtained from your local library.
- Local congregation – if there is an active church associated with the graveyard, you could use the parish newsletter to raise awareness about the graveyard.
- Local schools – historic gravestones and graveyards are a valuable educational resource. Getting schools interested in your project will also help inform parents about what you are doing.
- Local press – local newspapers are an ideal way publicising your project as well as generating and maintaining interest in the community.
- Community councils – community councils form a bridge between local authorities and local communities. As well as their primary role of obtaining and expressing the views of the community which they represent on issues of local interest, community councils can also involve themselves in a wide range of other activities and for some councils this has included supporting conservation work in graveyards. The **Association of Scottish Community Councils** website www.ascc.org.uk/ provides contact details councils across Scotland.

If you generate enough local interest, you might want to consider establishing your own 'Friends of' group or preservation trust – contact the **National Federation of Cemetery Friends via their website** www.cemeteryfriends.org.uk/, the **UK Association of Preservation Trusts** and **CSA's Adopt a Monument Scheme** for more information on what is involved.

- **Professional advice**

Before beginning any work within a graveyard you should seek appropriate professional advice from:

- A conservator or stonemason (depending on the nature of the work) for resiting, resetting or repair of gravestones, contact the local authority conservation officer, **Historic Scotland's Conservation Bureau** enquiry service and the **National Association of Memorial Masons** for more information.
- An archaeologist if any ground disturbance is planned – contact your local authority archaeological services or the **Council for Scottish Archaeology** for more information.
- Specialists who can advise on any possible disruption to plant and animal life in the graveyard – contact **Scottish Natural Heritage** or **Scottish Wildlife Trust** for more information.

STEP 3: DETERMINE THE SCALE AND NATURE OF PROBLEMS FACING THE GRAVESTONE

- **RECORDING GUIDES AND BACKGROUND READING**

The Council for Scottish Archaeology (CSA) has developed a system to record and assess gravestone condition, which is specially designed for non-specialists to be able to use. The 'gravestone with condition survey' form comes with a fully illustrated manual providing instruction on how to fill the form in. Additional guidance notes provide assistance in the recording of stone types, identifying algae, lichen and moss and recognising different forms of stone decay. Forms and accompanying guidance notes can be downloaded from: www.scottishgraveyards.org.uk

The main source book on the subject of graveyard conservation and gravestone repairs is Historic Scotland's *Practitioners' Guide to the Conservation of Historic Graveyards*, which is available to purchase from Historic Scotland's TCRE/ Conservation Bureau Publications Department. Historic Scotland has also produced a suite of electronic leaflets dealing with historic gravestones and graveyards, which can be downloaded for free from www.historic-scotland.gov.uk and www.scottishgraveyards.org.uk. The most relevant titles for understanding the potential problems affecting historic gravestones and nature of interventions that might need special permission, are:

- Working in a Scheduled or Listed Graveyard or Burial Ground
- Good Practice in Maintaining a Historic Graveyard
- Looking After Gravestones
- Emergency Measures for Historic Memorials: A Short Guide for Cemetery Managers

Further background information on graveyard conservation, with overviews of the factors potentially affecting gravestone preservation, can be found in

- Guidelines for Cemetery Conservation by the National Trust of Australia (NSW) (www.nsw.nationaltrust.org.au/cemsguidelines.html) Please note that different legal and cultural considerations can apply to graveyard conservation in Scotland.
- South Carolina's Historic Cemeteries: A Preservation Handbook is available online at www.state.sc.us/scdah/cemmaintenance.htm
- Cemetery Preservation, Chicora Foundation covers cemetery setting up projects, conservation and restoration guides and recording graveyards and gravestones. Information is available online at www.chicora.org/cemetery_preservation.htm
- Preserving Cemeteries, Heritage, Ministry of Culture, Ontario (www.culture.gov.on.ca/english/culdiv/heritage/cemetery.htm) gives guidance on cemeteries as a cultural resource, cemetery designation, cemetery improvement and restoring Ontario's cemeteries.

Please note that while all the works cited above do not directly deal with Scottish gravestones, they nonetheless provide excellent general introductions to the subject.

More information on gravestone weathering is available from:

- www.envf.port.ac.uk/geo/inkpenr/graveweb/gravestone.htm This website compiled by Dr Rob Inkpen, Department of Geography, University of Portsmouth, contains a description of gravestone weathering, methods to measure weathering, a bibliography of weathering papers and gravestone weathering data.
- www.es.ucl.ac.uk/schools/Pancras/intro_weathering.htm This website compiled by the Department of Earth Sciences, University College London

contains information on gravestone weathering and geology using a case study of St Pancras Gardens.

○ **GRAVEYARD HEALTH AND SAFETY – UNSTABLE GRAVESTONES**

Historically, health and safety concerns in graveyards focussed on the risks associated with grave digging. However, a number of recent deaths in graveyards have been caused by unstable memorials and this has been a focus for Health and Safety Executive interest in recent years. The burial authority (the graveyard owner), usually a local authority, private company or ecclesiastical body, has primary responsibility for health and safety in burial grounds, but the situation is made more complex by the fact that the burial authority does not own the memorials and therefore cannot intervene, except in situations where a memorial poses an immediate danger, until they have sought the permission of owners who are often not easily traceable.

Permission from the lair owner must be obtained before most kinds of repairs can be carried out. One important exception to this is where a gravestone is in an unsafe condition that is likely to cause injury. As noted above, graveyard owners are responsible for public health and safety on their property and can perform essential work on unsafe gravestones without needing permission from owners. If you believe a gravestone is in a dangerous condition you should notify the graveyard owner. Often this will be the local authority, but they may be able to inform you of who holds responsibility for graveyards that are not in their care.

Historic Scotland has prepared a useful series of electronic leaflets dealing with Graveyard Health and Safety and unstable gravestones, which are available from www.historic-scotland.gov.uk and www.scottishgraveyards.org.uk.

- Health & Safety Guide: Visitors and Owners
- Health & Safety Guide: Works Teams, Volunteers and Volunteer Surveyors
- Emergency Measures for Historic Memorials: A Short Guide for Cemetery Managers

● **KEY POINTERS FOR CONSERVING AND LOOKING AFTER HISTORIC GRAVESTONES**

Please see the section above on background reading for more details about the published guidance referred to below. Please note that guidance drafted outside Scotland should be regarded as suitable for general **background information and advice should be sought from the TCRE Group at Historic Scotland** or other conservation professionals before applying to historic gravestones in Scotland. Contact your local authority's conservation office or the Historic Scotland Conservation Bureau to locate sources of conservation advice local to you.

- Historic Scotland's *The Conservation of Historic Graveyards* advises that generally speaking, gravestones should not be cleaned except by an experienced conservator. Even cleaning consisting of gentle brushing with a soft bristle brush and rinsing with clean water, has the potential to cause irreversible damage to porous stone. Basic guidance on stone cleaning is given in notes developed by the Woodlawn Cemetery (Canada) and Chicora Foundation (USA).
- Seek specialist advice when dealing with stone and other materials. Historic Scotland has produced free guidance leaflets for advice on masonry decay, monumental bronze and reinstating boundary ironwork. These are available online at www.historic-scotland.gov.uk/index/publications/ownerspublications.htm
- Seek specialist advice to deal with graffiti especially on porous stone as inappropriate treatment can cause irreversible damage. Refer to Historic Scotland's guide on graffiti-removal in the Inform series, available online: www.historic-scotland.gov.uk/index/publications/ownerspublications.htm

- Historic Scotland's *The Conservation of Historic Graveyards* notes that, as a general rule, no attempt should be made to realign tilting markers, unless they are in danger of collapse, as this may disrupt adjacent graves and detract from the character of the graveyard. Stones must be lifted only under specialist supervision. Friable stones are liable to break-up if lifting is attempted. For further guidance see Historic Scotland's electronic graveyard leaflet *Emergency Measures for Historic Memorials: A Short Guide for Cemetery Managers*. Useful background reading is also contained in the guidance notes produced by the Woodlawn Cemetery (Canada) and the Chicora Foundation (USA).
- Gravestones or gravestone inscriptions should not be painted as this may harm the stone. Where there is evidence that paint was applied as an original feature, seek professional advice from a conservator before re-painting. Where the inscription has been lost from a stone, re-cutting should not be undertaken. A preferred alternative is to position a new plaque, with the text reproduced, in the ground at the front of the original tombstone. For more information on the issues involved in caring for inscriptions see Sections 7.4 and 7.5 in *The Guidelines for Cemetery Conservation* prepared by the National Trust of Australia (NSW).
- Take appropriate action with buried or overgrown gravestones. Basic guidance on dealing with vegetation on gravestones and historic structures more generally has been prepared by the National Trust (England) and the Chicora Foundation (USA). A methodology to locate, and record buried gravestones has been developed by the Moray Burial Ground Research Group.
- Rather than rectifying a fault, inappropriate repairs can cause further problems. For guidance see Historic Scotland's *Practitioners' Guide to the Conservation of Historic Graveyards*, *The Guidelines for Cemetery Conservation* prepared by the National Trust of Australia (NSW) and information produced by the National Trust for New South Wales, Woodlawn Cemetery (Canada) and Chicora Foundation (USA).
- Historic Scotland's *The Conservation of Historic Graveyards* advises that lime mortar is used for repairs to stone. Hard cement mortars should be avoided. Fractured gravestones should be repaired using non-ferrous dowels of suitable length and either polyester resin (for clean breaks) or lime mortar (for wider joints).

STEP 4: IDENTIFY WHETHER YOUR GRAVESTONE HAS ANY SPECIAL QUALITIES

Identifying whether your gravestone has any special qualities is an important step to take before making any physical changes to the gravestone or its environment. An understanding and appreciation of these qualities will enable any work carried out to prioritise the preservation of the most important aspects of a gravestone. Awareness of any cultural or historical significance may strengthen a bid for funding, as well as identifying other organizations or individuals who may have an interest in the gravestone.

In order to begin to assess whether the gravestone holds any special significance it is necessary to compare it to other gravestones at the same graveyard and to those found further afield in the region and across Scotland as a whole. To facilitate comparison to other gravestones and graveyards, it is a good idea to make a record of your gravestone and, where possible of the graveyard it is found in. The **Council for Scottish Archaeology (CSA)** has two pro-forma gravestone recording forms, one of which is combined with a survey of gravestone condition (see Step 3). The forms are accompanied by a manual that gives details on how to fill them out. The CSA has also produced a recording form, with accompanying manual, which allows a summary record to be made for the graveyard site as a whole. It is a good idea to take detailed photographs of the gravestone and some general

shorts of the graveyard to give an idea of the gravestone's location and other gravestones and features found at the site. The recording information can then be taken along to archives and libraries for comparative study (see the section below on resources for researching historic gravestones).

Remember to deposit copies of your recording forms and photographs, along with any other findings from your research, with the **RCAHMS** and with the local authority's Sites and Monument Record (contact the council directly for more details on how to do this). In this way you can ensure that the gravestone is preserved, at least by record, for the benefit of future generations.

○ **AN OVERVIEW OF THE CATEGORIES USED TO ASSESS VALUE AND SIGNIFICANCE OF HISTORIC GRAVESTONES**

There are many different types of attributes that might mean a gravestone holds particular cultural and historical importance, including for example:

- *Historical values* – does the gravestone commemorate a person, family or event relating to the history of a local community or the nation as whole? Examples might include a gravestone recording the loss of lives from a shipwreck, war or mining accident. Gravestones can also include important demographic information about a community or person. For example, perhaps the inscription reveals a death from an unusual disease or at a particularly old age. Perhaps the gravestone demonstrates ways of life, customs, or materials that are no longer widespread today.
- *Social values* – gravestones and graveyards are an important focal point for local communities who might attach a range of meanings and associations to sites and their monuments. These values might reflect shared reverence, personal sentiments or attitudes. For example, war graves usually hold a social significance to entire communities.
- *Religious values* – gravestones can reflect a range of beliefs and customs held by different groups over time.
- *Artistic, creative and technical elements* - gravestones can embody a diverse range of artistic values. These values are discernable through a gravestone's specific design, which includes elements such as material, shape, decoration, symbolism, inscription lettering styles and language. The quality of the design and construction of an individual gravestone may also be of significance. Gravestones can display creative and technical ingenuity through the use of materials and skill of execution. A graveyard can contain the work of local craftsmen and manufacturers. Equally, a gravestone's construction may be the work of a leading manufacturer who supplied memorials to a much larger market. It is possible that the design of a stone may be the work of a nationally important architect or designer.
- *Rarity and representativeness* – perhaps the gravestone possesses artistic, creative and technical elements that are unusual in the graveyard, in the region or indeed across Scotland as whole. Perhaps instead, the gravestone is a good example of distinctive regional variations in design and use of materials.
- *Setting and situation* – a gravestone may be significant because of its relationship with the natural or built environment. The relationship may be connected to specific features or the wider landscape more generally.
- *Condition* – the gravestone may be significant if it possesses well preserved examples of specific attributes.
- *Date* – the gravestone may be the earliest example of a particular style or relate to a time when a particular design was at its height of popularity. It may be that the date of the gravestone is unusually late or represents a revival in styles or other practices.
- *Multi-period / single period* – a gravestone may represent a single stage of use or

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- continual use over a chronological period.
- *Group value* - the position of the gravestone may be deliberately chosen to re-enforce visually associations to other gravestones, graveyard features or aspects of the landscape more generally.
- *Documentation* – if documentary evidence survives detailing the design, construction, use of or meanings ascribed to the gravestone, then this can increase its importance.
- **RESOURCES FOR RESEARCHING HISTORIC GRAVESTONES**
The following resources may be useful in assessing whether your gravestone has any characteristics of cultural or historical significance.

- ***Researching Your Graveyard***, published by Historic Scotland and available to download from www.scottishgraveyards.org.uk, provides guidance on how to start researching the history of an individual burial ground and highlights some of the main sources of information that may prove useful. The booklet also includes an extensive bibliography of gravestone and graveyard studies.
- ***Guidelines for Cemetery Conservation*** prepared by the **National Trust of Australia (NSW)** provides details about how to assess a cemetery's cultural and historical significance. Although primarily concerned with Australian graveyards, much of the guidance and information on best practice is relevant for a Scottish site. A link to these guidelines can be found on www.scottishgraveyards.org.uk and www.nsw.nationaltrust.org.au/cemsguidelines.html
- **The Royal Commission on the Ancient and Historic Monuments of Scotland (RCAHMS)** records and surveys all forms of the built heritage in Scotland and makes this information available through CANMORE (www.rcahms.gov.uk) a searchable database that can be freely consulted over the Internet. RCAHMS curates an extensive archive including material for almost 1,000 Scottish graveyards. One of the most significant collections is that of Betty Willsher, a pioneer in the field of graveyard surveys. Material can be consulted in the RCAHMS search room which is open to the public from Monday to Friday 9:30am to 4:30pm. Enquiries can also be made by contacting the RCAHMS directly.

PASTMAP www.pastmap.org.uk is an online map-based system designed query Scottish national archaeological and architectural datasets. There is a simple registration process to use the site and this service is entirely free of charge. PASTMAP provides access to the following datasets: Historic Scotland's Listed Buildings of Scotland; Historic Scotland's Scheduled Ancient Monuments of Scotland; the RCAHMS CANMORE database; the Association of Regional and Island Archaeologist's Scottish Sites and Monuments Records; and Scottish Natural Heritage's Historic Gardens and Designed Landscapes.

USEFUL CONTACTS

Adopt a Monument Project

Contact Helen Bradley at the
Council for Scottish Archaeology

Council for Scottish Archaeology

Causewayside House
160 Causewayside
Edinburgh

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Tel: 0131 668 4189
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Email: info@scottisharchaeology.org.uk
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Historic Scotland

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For general enquiries Tel: 0131 668 8600

Historic Scotland Conservation Bureau

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E-mail: hs.conservation.bureau@scotland.gov.uk

Historic Scotland TCRE / Conservation Bureau Publications Department

Tel: 0131 668 8638
E-mail elizabeth.mcgrath@scotland.gsi.gov.uk

Institute of Cemetery and Crematoria Management

ICCM National Office & Jill Rodacan Training Centre
City of London Cemetery
Aldersbrook Road
Manor Park
London E12 5DQ
Tel: 020 8989 4661
Fax: 020 8989 6112
E-mail: julie.callender@iccm-uk.com
Web www.iccm-uk.com

National Association of Memorial Masons

1 Castle Mews
Rugby
Warwickshire
CV21 2XL
Tel: 01788 542264
Fax: 01788 542276
Email: enquiries@namm.org.uk
Web: www.namm.org.uk

National Committee for Carved Stones in Scotland

c/o Society of Antiquaries of Scotland
National Museum of Scotland
Chambers Street
Edinburgh
EH1 1JF
E-mail: carvedstones@socantscot.org.uk
Web: www.carvedstonesscotland.org

Research in Inscription Palaeography Project

Dr George Thomson

Registers of Scotland

Web: www.ros.gov.uk

Edinburgh Customer Service Centre

Location Map

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EH2 4NF

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DX 550906 Edinburgh 9

Tel. 0845 607 0161

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Email: customer.services@ros.gov.uk

Glasgow Customer Service Centre

Location Map

9 George Square

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LP 12 Glasgow 5

DX 501752 Glasgow 9

Tel. 0845 607 0164 / 0141 306 4425

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Royal Commission on the Ancient and Historical Monuments of Scotland

RCAHMS

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Scottish Covenanters Memorials Association

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Scottish Natural Heritage

Headquarters

Great Glen House

Leachkin Road

Inverness

IV3 8NW

Tel: 01463 725000

CSA Graveyard Guidance Note: *what to do if you are concerned about a historic gravestone*

Email enquiries@snh.gov.uk

Web: www.snh.org.uk

Scottish Wildlife Trust

Cramond House

Kirk Cramond

Cramond Glebe Road

Edinburgh

EH4 6NS

Tel: 0131 312 7765

Web: www.swt.org.uk

UK Association of Preservation Trusts

9th Floor Alhambra House

27-31 Charing Cross Road

London WC2H 0AU

Tel: 0207 930 1629

Fax: 0207 930 0295

Email: apt@ahfund.org.uk

Web: www.ukapt.org.uk