



Using the Incorporated Church Building Society (ICBS) Archive

Introduction	1
Using LUNA image management system.....	2
Copying services.....	4
Ordering ICBS material to the Reading Room.....	5

1 Introduction

This guide is intended to aid researchers in the use of the Incorporated Church Building Society (ICBS) archive.

Founded in 1818, the ICBS was the principal voluntary Society for promoting the building and restoration of Anglican Churches throughout England and Wales. The administration of the society was transferred in 1982 to the Historic Churches Preservation Trust, which has now been succeeded by the National Churches Trust. The ICBS archive, containing records from 1818 up to 1982, was transferred to Lambeth Palace Library.

The ICBS archive was catalogued and the catalogue information is available via the archives catalogue: <http://archives.lambethpalacelibrary.org.uk/calmview>

In addition, 12,000 digitised plans (originally created by the Church Plans Online project) are available at <http://images.lambethpalacelibrary.org.uk>. This includes most of the visual content (ground plans, elevations etc.) but not photographs. However, the extent of the archive meant that the vast majority of material (including extensive correspondence and other papers about applications for church building) is not available online, but can be consulted in the Reading Room.



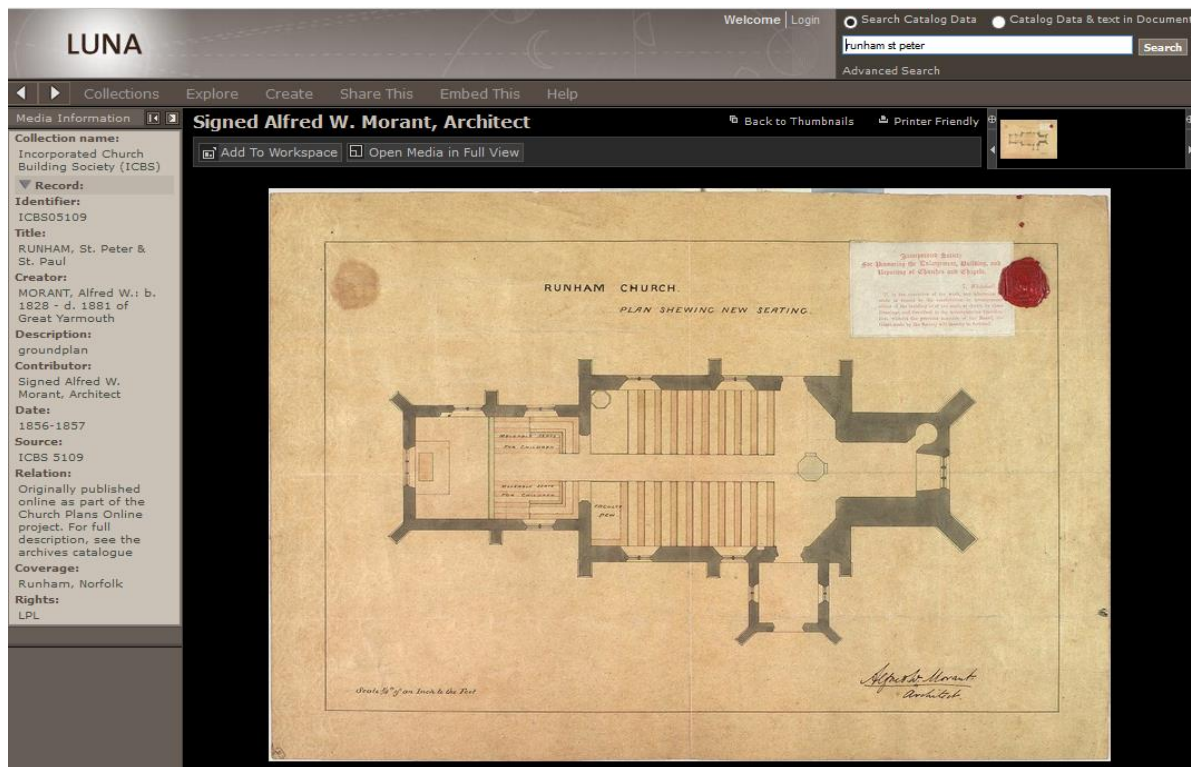
2 Using LUNA image management system

The LUNA landing page <http://images.lambethpalacelibrary.org.uk> features a **Collection Selection** tab, on the left hand side of the screen, which lists some of the most popular collections on the system. ICBS is on this list and can be easily browsed:

The screenshot shows the LUNA interface for the Incorporated Church Building Society (ICBS) collection. The top navigation bar includes 'Welcome', 'Login', and search options for 'Catalog Data' and 'Catalog Data & text in Documents'. The main heading is 'Browse Incorporated Church Building Society (ICBS)'. On the left, the 'Collection Selection' sidebar lists various collections, with 'Incorporated Church Building Society (ICBS)' highlighted. The 'Featured Media' section on the right displays a grid of eight thumbnail images of architectural drawings and documents. Below the grid are links for 'Category Pages' and 'Browse All'.



Alternatively, individual Churches can be found by a simple text search of place, area, or person/firm. Once found, basic details of the application are given on the left, and any digitised plans attached appear on the right, as illustrated below by a simple search for Runham, St Peter:



In this record we see, below the collection name, that the plan has been given the identifier number ICBS 05109. This number relates to an **individual item** digitised from within the ICBS 05109 file, which may also include original correspondence, plans, building specifications, engravings or artists' impressions, certificates of satisfactory completion, parochial subscriptions lists, parish magazines and, from 1867, photographs.

The plans can be clicked and will open as a larger image. You can also use the zoom function to look at details. For more information on using the software see: http://www.lambethpalacelibrary.org/files/luna_help_1.pdf

The caption includes information such as what the image portrays and who created it. In some instances, this caption will also read "Plan held at the Society of Antiquaries of London". In 1889, the then Secretary of the ICBS offered a selection of 700 plans and drawings dating from 1818-1854 to the Society of Antiquaries of London. The digitisation project aimed to place these images back into their intellectual context. If the church you wish to research has a plan held by the Society



of Antiquaries, the plan can be consulted in their reading room by appointment. For further details, see <http://www.sal.org.uk/library/access>

It is important to remember that file and minute book information for the church will still be held at Lambeth Palace Library even though the plan is not.

As LUNA only provides digitised plans, it is the file which usually provides the most detail for researchers. To see the extent of the content of each file, please search for it on our online catalogue: <http://archives.lambethpalacelibrary.org.uk/calmview>

Some Churches were specifically mentioned in **ICBS Minutes**. The best method of checking if the church you are researching is mentioned is to consult our online catalogue: <http://archives.lambethpalacelibrary.org.uk/calmview>. The minutes are bound volumes which can be ordered to the Reading Room, and contain proceedings of the committee and AGM minutes. When listed in individual records, the church has been specifically referred to by the committee on the pages listed. This gives additional information to that from the file, though, given the nature of the source, tends not to go into great detail.

Please note that **only Churches with corresponding plans** will appear on LUNA, whilst other information will be listed in depth on our catalogue. As we have digitised the entire ICBS plan collection, if no are plans displayed in the search result, no plans are available.

3 Copying Services

Digital images of ICBS plans can be provided at standard quality for research or high quality, such as for publication. It may also be possible to produce images of the file and minute book entries, depending on the extent and condition of the material. Further details of these services and our pricing structure can be found on our website: <http://www.lambethpalacelibrary.org/content/digitalphotography>



4 Ordering ICBS Material to the Reading Room

Registered readers are welcome to consult this material. For more information on registering, please see our website:

<http://www.lambethpalacelibrary.org/content/access>

When ordering ICBS material, it is important to specify the ICBS number and to state whether you wish to see the file, plans or both, for example ICBS 05109 + plan.

For ordering minute books use ICBS MB and add the volume number e.g. ICBS MB 15.

As this material may take some time to fetch, it is often best to request material in advance. For details see:

<http://www.lambethpalacelibrary.org/content/advanceorders>

For more information on sources for architectural history, see:

http://www.lambethpalacelibrary.org/files/architectural_history_1.pdf