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Dial Register Policy

The British Sundial Society ('BSS' or 'The Society') has as an objective to catalogue the dials which still exist in the British Isles and to research their history. The Society seeks to meet this objective by:

- Appointing a Registrar who is a Member of the Council of the Society and operating two Registers, one for Mass/Scratch dials and one for Fixed dials excluding portable dials and those dials already held in and catalogued by museums. Each Register is managed and controlled by a Member of the Society appointed by the Council.
- Providing Guidance to Members on which dials to record, the approach to be adopted in the recording of such dials and the provision of paper and computer based aids to assist in this.
- Promoting research by making available to Members, on request, specific short summaries of and other information related to, the data in the Register.
- At intervals making available for purchase by Members, printed or other summaries of the Registers' data.
- Making provision for the better security of valuable and vulnerable dials by restricting the publication of information where this may be requested by anyone with reasonable grounds for doing so and by reserving the Society's copyright in all Register data however produced and disseminated.
- Using its reasonable endeavours within its voluntary nature and its charitable status to prevent use of its data for unlawful purposes. However, the BSS cannot and does not accept responsibility for use of its data.
- Within the limitations imposed by affordability and by the free use of Members' time, operating a policy of continuous improvement by which the quality of the recorded information and the services offered to Members can be improved.

Guidelines for Members

The Society encourages all its Members to take part in locating and recording sundials which are situated anywhere in the British Isles and in Eire and of dials which were delineated and/or manufactured in the UK and which are now in locations abroad.

Records of dials already noted on the Register are also welcomed as they provide a valuable record of their changing condition. The Society does not usually record the one-time presence of a dial which is not now in existence although it retains records of dials which have gone missing after having been recorded. Dials already recorded in museum or other collections are not recorded by BSS.

Forms to assist with dial recording are available from the Registrar as are more detailed guidelines for their completion. These documents may also be printed from the Society's web site. Photographs are of particular value in completing a record of a dial. They should be as informative as possible, ideally showing sufficient detail to facilitate restoration and should accompany the completed form if at all possible.

Dials which are in, or are visible from, any public place or are located in places which are at times open to the public may generally be recorded without restriction. However, dials that are privately owned and generally out of the public view should only be recorded with the permission of someone who may reasonably be supposed to be acting for the Owner or Keeper of the dial.

The Society takes steps to restrict the dissemination of information on dials which are vulnerable by reason of their value or for some other reason. If the Recorder, the Owner/Keeper or the Registrar has reasonable grounds for such a restriction then this is recorded together with the details of the dial and the full details are not published without permission from the Owner or Keeper of the dial or even passed to other BSS Members except for good reason and then only with a written undertaking of confidentiality. Access to view privately owned dials, whether or not their details are regarded as confidential, can be obtained subject to prior agreement from the Owner or Keeper.

Completed dial record forms are submitted to the Registrar, filed by the Society and electronic or conventional copies and any submitted photographic or other records are archived. Forms and photographs should *not* be submitted electronically because of the difficulty and high cost of preparing the necessary hard copies for archiving. No material should be submitted to the Society for which the Recorder does not own or has not obtained a licence in respect of, the copyright. Copyright in all submitted material remains with the recorder/licence holder but, by sending it to the Society, it must be clearly understood and agreed by all affected parties that title to the material passes to BSS and by the act of such passing, the Recorder/Copyright holder grants to the Society a perpetual and irrevocable licence to use any part or all of the submitted material as it sees fit and without restriction in furtherance of the Society's aims. It is the Recorder's responsibility to ensure that he/she is entitled to issue such a licence.

A summary of data about the dial (including any changes made as a result of any requested confidentiality condition) is recorded on the Society's computer database and it is usually this information which is summarised in responses to queries from Members and which is published in new editions of the Register.

The Registrar will be delighted to assist in answering questions or in providing help to any Member who may wish to send in a dial record.