



APPLICATION FOR INCLUSION of a Pipe Organ in the OHS Historic Pipe Organ Registry

Anyone with appropriate connection to and authority over the existence of a pipe organ may initiate an inquiry to the OHS or an application to the Historic Pipe Organ Registry, said application being subject to the rules and protocols of this program. An applicant who deems a pipe organ worthy of entry into the Registry must assemble a formal and thorough application. The contents of this application should illuminate fully the subjects listed below as a minimum.

All application information and documentary materials are to be submitted electronically. Immediately upon receipt, the OHS shall assume the right to use freely for its own purposes any and all of the said documentary information, including primarily its distribution for Review Panel process, but also insertion into the OHS Pipe Organ Database or filing in the OHS Library and Archives, as the instrument's status and details and the nature and media of the materials submitted permit best.

During the documentary process, the Applicant may decide to involve the professional assistance of the curator of the organ to record and submit portions of the technical and historical data that are required by this form.

An application for inclusion of a pipe organ in the OHS Historic Pipe Organ Registry must include the following information:

DEMOGRAPHICS

- (A) The physical address of the instrument and the name, address, telephone number(s), and email contacts of (1) the applicant, (2) the owner of the pipe organ, and (3) the tuner or curator of the instrument.
- (B) The name(s) of the builder(s) of the organ, its date(s), any Opus / Job / Organ number assigned to the instrument, the number of manuals and ranks, and the link to the corresponding Pipe Organ Database entry (if the organ has a Database entry).

SPECIFICATION

- (A) In writing, the complete stoplist of the pipe organ in a format consistent with that used in the OHS Pipe Organ Database (a sample of this format will be provided).
- (B) Basic information about construction, such as the compass of the manuals and the pedalboard; the number of speaking stops; the type of playing action at the windchests; the type of stop actions; and the presence and type of any percussion accessories (e.g., Chimes, Harp, Zimbelstern).
- (C) All information must be recorded in words, numbers, forms, and abbreviations that are strictly faithful to what appears on the console engravings / labels, including couplers and accessories. In any case in which this request conflicts with the foregoing standardization, the physical appearance of console information can be documented by supplementary photographs of high resolution and clear legibility, including a portrait of the builder(s) nameplate(s) whenever possible.

HISTORICAL DATA

- (A) A narrative that recounts relatively briefly the history of the church or other institution and the presence of pipe organs therein, followed in greater detail by the story of the acquisition of the instrument in question, including its date of original installation, its price (if available), those responsible for its purchase (if known), and some description of the physical position of the organ in the room and building.
- (B) For the thorough documentation of the applicant organ as it stands and functions, any and all relevant history of its alteration, restoration, repair, and/or ongoing maintenance and preservation should be recorded in this narrative. In cases where restoration or alteration have occurred, details are critical, including the dates when such steps were taken, the scope and intent of such projects, and the names of those responsible for the work. Semantics are relevant, and the OHS will seek to make distinctions between rebuilding projects, alterations, and strict restorations.
- (C) Additional general commentary of a historical nature that may seem relevant or pivotal in any given case should be provided, such as how a particular instrument is an example of tonal or construction style or evolution, or how the instrument or its institution has some particular association with significant cultural or musical history. Applicants should advocate for the special values of the instrument in question.

VIDEO DOCUMENTATION

- (A) Using modern technology, applicants are required to submit a video presentation of not more than 15 minutes' total duration, which shall serve as concise documentation of the pipe

organ's general construction, interior condition, and operating functionality. Thus, videos submitted must serve basically as visual and tonal tours of the instruments, both inside and out.

(B) The videographer must adhere to these basic guidelines:

- a. The subject areas are to be very well lit with minimal shadows.
- b. The video must be recorded with a steady hand, especially when panning, and with excellent audio quality.
- c. The video should be taken in portrait mode if a phone is being used.

(C) The video must include the following:

- a. The name and position title of the host/narrator;
- b. A brief verbal introduction to and description of the instrument;
- c. A distance image showing the location of the instrument within the confines of the building;
- d. A full panorama of the interior ending with close-up of the instrument;
- e. A close-up and slow-panned review of the console showing all manuals, pedals, stops, couplers, pistons, toe-studs, and expression shoes, not eclipsed by but showing the bench as well;
- f. With the organ running and the service lights turned on, a well-lit tour of the interior of the chambers, including close-up views of pipework, windchest mechanisms, wind regulation, organ blower, etc.; and finally,
- g. A performance demonstration, not more than 3 minutes long, of the tonal resources, overall power, and musical versatility of the applicant pipe organ (e.g., from softest to full organ, under expression, plus any exceptional stops).

SUPPLEMENTARY DOCUMENTATION

(A) An applicant must submit a reasonable number of high-resolution photographic images of the subject pipe organ from a variety of viewpoints (showing the organ in the room, a portrait of the instrument and facade, close-up of the console, etc.) which would be suitable for publication / reproduction under potential favorable decision of the Historic Organ Registry Review Panel, or for other archival or promotional purposes of the OHS.

(B) An applicant should feel free to submit any and all other relevant information (within reasonable limits) that in the owner/applicant's view contributes to the musical or historical significance of or public reverence for the subject pipe organ.