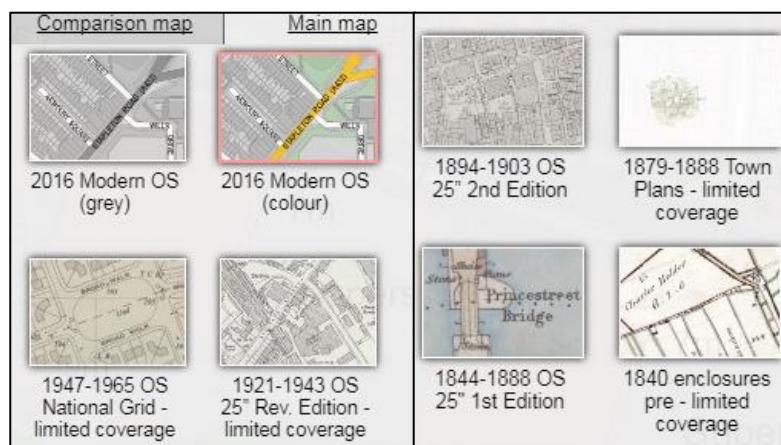# Sharing Heritage Project

Information for volunteers

Know Your Place West of England is the online mapping resource that is putting your neighbourhood's heritage on the map. You can explore your neighbourhood's heritage online through old maps, historic images and historical data and contribute to the published information yourself.

Know Your Place West of England covers Devon, Gloucestershire, South Gloucestershire, Wiltshire, Bristol, Bath & North-East Somerset, Somerset and North Somerset.

What information is available on Know Your Place?

Historic Environment Record data from local authorities, historical research by individuals and groups, collections information from heritage organisations and contributions by local people.

The website allows you to compare several different layers of maps simultaneously, giving a 'before and after' picture of how the area has developed over time.

You can also switch on and off layers of information data that have been added as points on the map, including archaeological data and listed buildings (see section 3).

2. Getting Involved

1) Use Know Your Place as a tool for your work.

For starters, we encourage individuals, groups and organisations to visit Know Your Place and discover how it will be useful to you as a free research tool to help with your work. Take advantage of the instructions, articles and other resources available to help you Explore the Map.

There are free downloadable learning materials from the Know Your Place website to enable schools, families youth groups to use Know Your Place too, so you might like to consider incorporating these into outreach and learning activities where appropriate. You can find the Know Your Place Learning Pack here:

2) Share your collections on Know Your Place

We invite all professionals in the West of England's museums, galleries, archives, libraries and planning departments to use Know Your Place as a digital platform for your collections and an additional way to signpost website users to the rich local heritage and services you provide.

Think of Know Your Place as a virtual exhibition, where you can share selected information about artefacts, archives, film and oral histories that you choose, and interpret why your selected items are so important in helping to tell the story of your local heritage. The aim is to help audiences gain a deeper understanding of heritage across the region, and specifically in our case, North Somerset.

Adding records is easy, and anyone can do it. Training workshops are organised to aid users in adding information to Know Your Place.

3) What should I consider adding to Know Your Place?

Review your collections and identify whether there are individual artefacts or larger collections that could be added to Know Your Place. You should select items based on whether they lend themselves to digitisation (i.e. digital photography, video or audio), if they are already digitised or interpreted as part of an exhibition.

4) Checklist for choosing records:
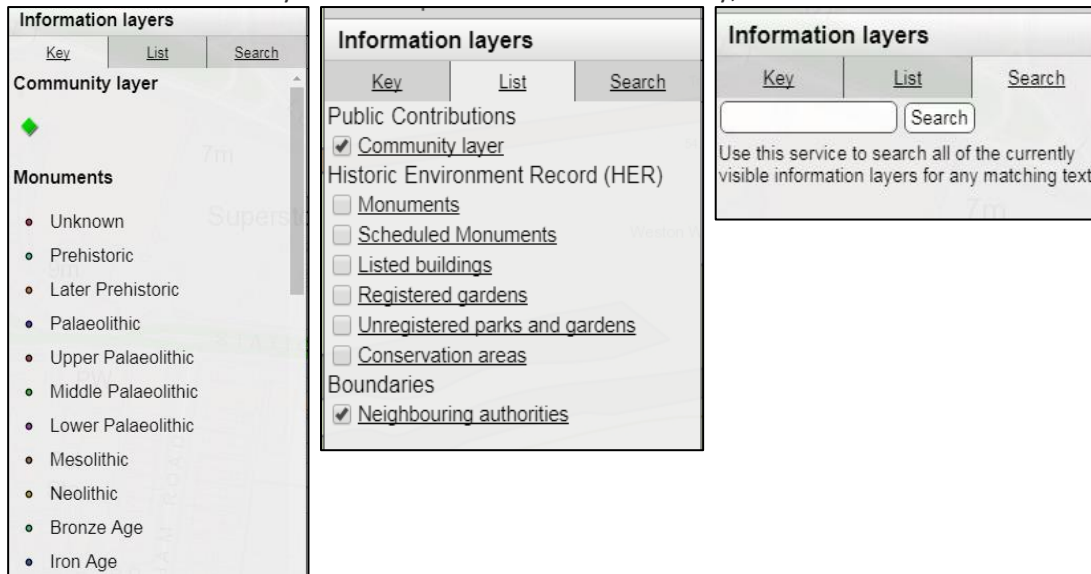
Consider the following questions:
- Does the record have a geographical location and provenance that can be mapped?
- Are they good examples of your collection?
- Do you have copyright permission to share this information?
- Are you prepared to publish an image, film, or audio file?

If you've answered 'yes' to all of these questions, then you are ready to share your records with Know Your Place!

3. Navigating the map

Using the Info Layer
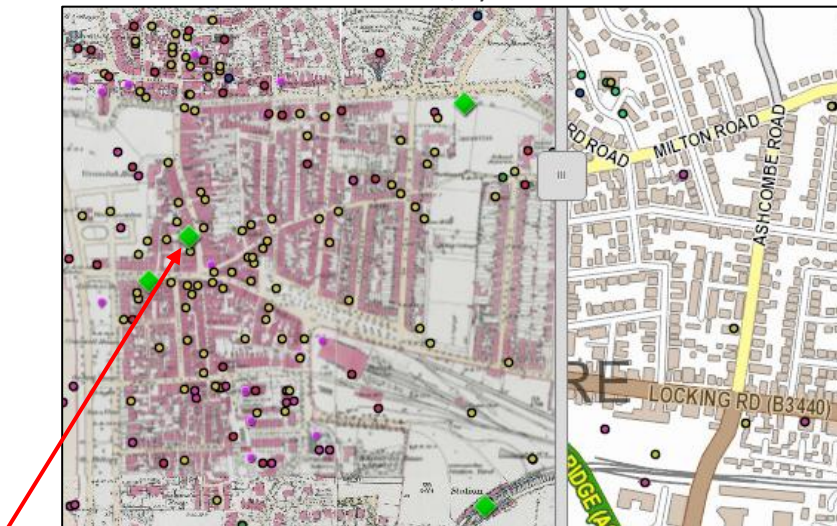Click on 'Information layers'. You will find three sections: Key, List & Search.

The **'key'** is the legend for the map.

The **'list'** shows all layers of maps within Know Your Place. This brings up a list of different types of information available in North Somerset, with a tick box to the left of each. Select a layer from the list that interest you – click on the tick box to open this layer. You may see a clock timer appear in the middle of the page while this information loads.

The **'Search'** option allows you to search for any matching text within a currently visible layer.
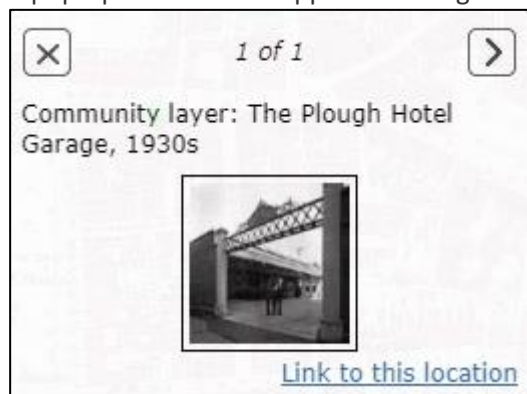
Point Data – opening and expanding
Once the information has loaded, you should see a number of different points of information on the map.
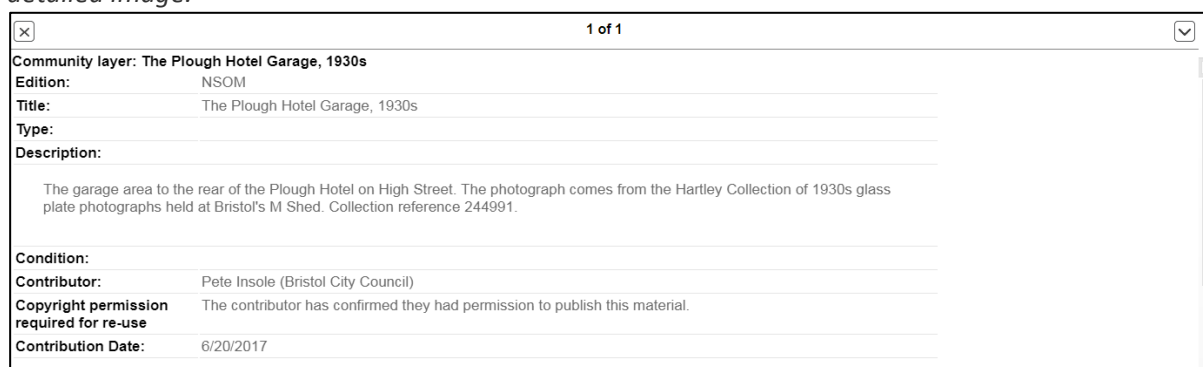

To view what has been added, simply select a point and click on it to open.

A pop-up box will now appear showing summary information about this record.

Click on the arrow in the top left-hand corner of the screen to view the full record, or click on the picture thumbnail to view a larger image. At the top right this will tell you if there are multiple pages of information to look at, or just a single page '1 of 1'.

Tip: Right click on the image and select 'Open link in new window' if you want to be able to compare the record and the detailed image.

Tip: If this is not the information you were looking for, click anywhere on the map to close the pop-up box, or on the 'X' in the box at the top left.

Key Tab

On some Information Layers, different information is represented by differing shaped or coloured points.
Click on the Key Tab to open up a key of different points and what they mean.

Search Tab

You can filter records on the Information Layer to look for a specific record, or find similar records.

Click on the Search tab and type a word you are looking for into the Search box. Click Search. A filtered selection of records will appear in the menu, which you can scroll down to read.

To go to the location on the map where a specific record appears, click on 'map' below that entry information.

Find out about the Information Layer series

You may notice that the name of each Information Layer is underlined. Click on the name to open up a page of background information about the Information Layer that you are looking at.

Tip: Sometimes it can take a little while to load all the information onto Know Your Place. You can sometimes speed up the process by switching off any information layers you don't want to look at, so there is less information being loaded.

Sharing your information

Sharing your information on Know Your Place takes just a few simple steps, but deciding on what records to add and preparing the relevant information is a crucial bit of work which will take a little more time.

Firstly, review the material you are thinking of adding to check if it is suitable:

- Does it have a geographical association that can be mapped, i.e. does it relate to a building or archaeological site?
- Is it the best example to showcase your collections and stories?
- Has it been digitised, or can it be?
- Are you prepared to publish an image of it?
- Do you hold its copyright, or do you have the copyright holder's permission?

Once you are satisfied with the answers to these questions, you can prepare to add records. To get your material ready before you go online, you will need the following:

- Object Title
- Detailed description
- Object condition
- Contact information
- Any attachments, e.g. jpeg, PDF, etc.
- Have an address or historic location to search for

Locating where it should go

Search for the location using the Basemaps menu to select and compare historic maps nearest the object's date.

Check and check again to ensure that you have the right location.

Tip: Before adding your new record to Know Your Place, it is worth reviewing the information that has already been added to the Community Layer in your area to avoid duplicating what is already there.

Please see the following pages for detailed instructions for adding contributions to the Community Layer.

Know Your Place – Community Layer

Picking and choosing information

It is important to spend some time looking at the information you have and deciding what you need to include in the record on the Community Layer. Use the checklist on the previous page to make sure you have reviewed the material before adding it to the Community Layer.
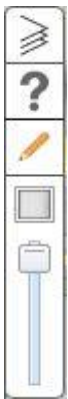
Once you have your information ready, it's time to upload it:

❖ Find your location on the map

- Go to the Know Your Place Website, click on North Somerset to open the map
- Search for the location – Find the map with the date closest to your relevant information. For example, if you are uploading a voice recording of someone talking about your area during the Second World War, this would fit best on the 1921 – 1943 OS map, or a photograph of an object from the Victorian period, it should go on the 1844 – 1888 or 1894 – 1903 OS map.
- Make sure you have the correct location
- Is there any other information from the Community Layer in that area? Check that you are not duplicating information.

❖ Upload your information

- Zoom right into the location you wish to add information to.
- Select the Pencil icon on the icon bar at the right-hand side of the map. Once clicked it will turn orange, showing that you can now use the contribute function.

- Click on the location where you would like to add your information.
- You should see the following option pop up on the screen. Click 'Create a new record here'

❖ Fill in the Record form

- Hover over each box to see more information on what is required for each field
- Type your information into the relevant fields (see the following page for guidance on what to include in each field)
- Don't forget to add your attachments – click on 'Choose file' to browse files on your computer

Adding to New contributions

Name of object	
Asset type	
Description	
Condition of object	
Your organisation	
Local list nominated?	▼
Copyright	▼
Do you consent to your **name** and **contact details** being recorded against your contribution?	▼
Linked resource URL 1	
Linked resource name 1	
Linked resource URL 2	
Linked resource name 2	

Record form details

Field	What it's for	Story text
Name of object	Simple & brief description of item, including where appropriate its date, creator, object no, etc.	Historic photograph *** Organisation Reference no.
Type of object	Indicate the information layer or collection with which this item should be associated	Historic photograph of ***
Description	Detailed description of item including object number, collection and source	Description paragraph… IMAGE COPYRIGHT
Condition of object	Please provide any information on the current state of any asset, such as how well or poorly preserved it is	
Do you consent to your name and contact details being recorded against your contribution?	If you select 'Yes' the following three fields will appear* This information is only used by the moderators, who can contact you regarding your contribution if required	Select Yes or No
*Your contact details	Please include your email address here	
*Your name	Please enter your name here	
*Do you consent to your **name** being displayed publicly against your contribution?	You do not have to provide your name if you do not wish for it to appear	
Your organisation	Credit the organisation which holds the item, or has undertaken	Please entre 'Sharing Heritage'
Do you have permission to publish this material?	It is your responsibility as the contributor of this record to seek permission from the copyright holder before publishing information on Know Your Place	
Attachments	Image attachments, ideally jpeg below 2MB size	

❖ Confirm your copyright

By ticking this box, you confirm you have the permission of the person or organisation who owns the image or file you are uploading, to publish it on Know Your Place.
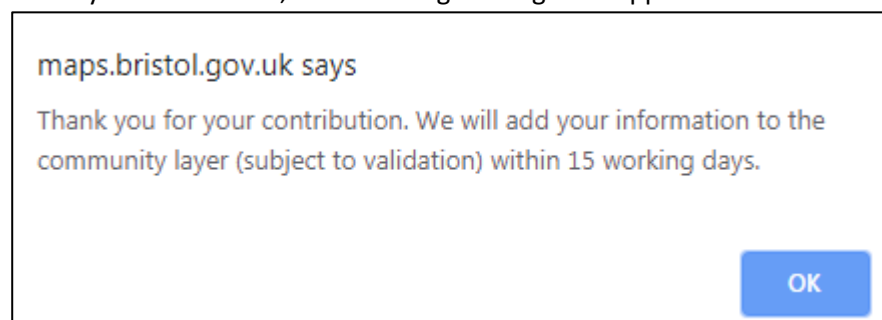
- If it was a photograph or recording taken by yourself then you have copyright.
- If you are copying a historic document from the archives or an illustration from a book, you do not have copyright. Always check with the organisation that holds the object and ensure you have permission before sharing.

❖ Submitting your entry

When you are happy that your information is ready to be published, you have attached the relevant files, and you have permission (if required), click on the SUBMIT button.

If you wish to delete your entry, click *Cancel* instead.

When you click *Submit*, the following message will appear:

maps.bristol.gov.uk says

Thank you for your contribution. We will add your information to the community layer (subject to validation) within 15 working days.

OK

Please note: All submissions are checked by moderators at North Somerset Council to ensure there is no inappropriate content and every record has copyright permission to be uploaded.

You've added a record – now for the next one!