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Guide to the Recording *of* Built Heritage

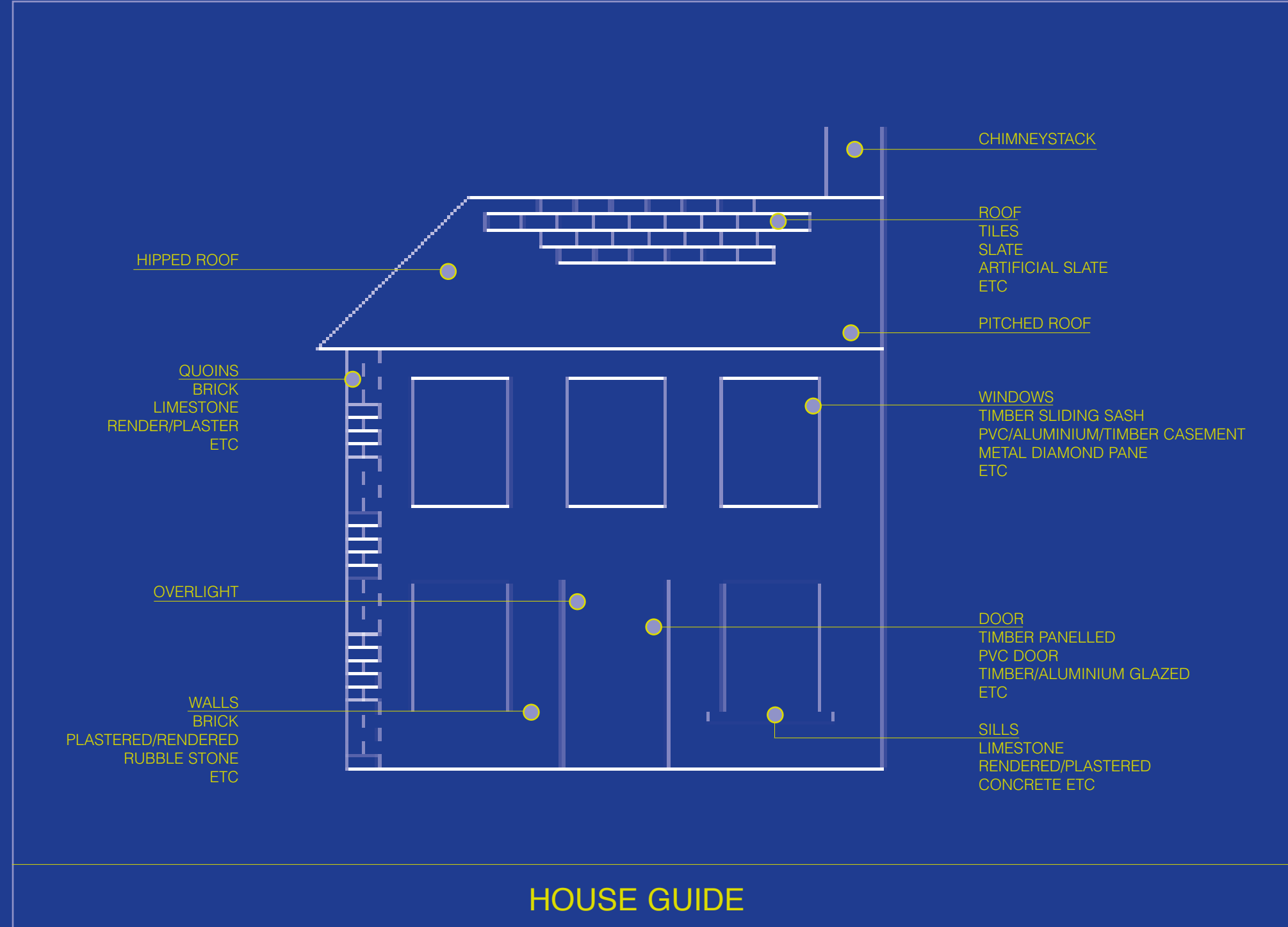
www.corkcoco.ie/heritage

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An action of the County Cork Heritage Plan

2005/2010

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preface

Built heritage does not only refer to the grander buildings in the towns, villages and countryside, such as churches and courthouses. Built heritage also refers to modest buildings and man made structures. All the buildings in a given area tell a valuable story about the past and present lives of people in that community, discernable in the old and new, big and small, public and private. Built heritage can include anything from a local school, to a disused cinema, to a post box, to your own home. These not only tell of changes in building and design fashions, they tell of economic, historic and social changes. They also tell a physical story of technological developments, apparent from the use of traditional building materials, such as stone, plaster, slate, cast-iron and timber in older buildings, through to the use of modern materials, such as concrete, cement, artificial slate and plastic in the buildings of today.

Buildings create much of the character of local areas. While a stately mansion, fine church or ruinous castle are admired by all, we may not view less imposing buildings worthy of such admiration, and yet they tell an equally significant story and form a vital part of our social and historic fabric.

This guide has been produced as an action of the County Cork Heritage Plan 2005-2010. The aims of the document are to raise awareness of the built heritage of County Cork by encouraging organisations or groups to participate in a survey of the built heritage of their area; to encourage best practice in the gathering of information on the built heritage by providing guidance to groups on how to collect, store and present information in a standardised way; and to collect information on the built heritage of County Cork.

acknowledgements

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introduction

This guide is for groups, organisations, societies, clubs and schools who are interested in recording the built heritage in their local area. Recording means looking at, examining, photographing and documenting buildings and man-made structures. The guide offers advice on ways to organise and complete an effective recording project.

Experts are not required to carry out a recording project as set out in this guide, and experts are not needed to interpret it. You won't need to use specialised terminology or to carry out in-depth historical research. What is required is a group of people interested in finding out more about the buildings and structures of their local area.

By becoming involved in a recording project in your area, you might achieve the following:

- Make a permanent record of the built heritage of an area at a fixed point in time.
- Increase awareness and appreciation of the built heritage that is all around us.
- Demonstrate the technical and organisational skills of the volunteers and their ability to work together.
- Provide information for local residents.
- Help local people understand and maintain the distinctive character and heritage of their local area for future generations to enjoy.
- Develop community involvement.

The finished work may help your group to:

- Identify man made structures, buildings and groups of buildings that contribute to the character of a town, village or rural area.
- Identify built heritage that is endangered by dereliction, development or neglect.
- Generate community pride and kick start a programme of improvement involving the whole community; owners, occupiers, local businesses, voluntary groups and state agencies.

If you are interested in carrying out a survey in your local area, Cork County Council may be able to offer assistance with training, materials and possibly funding. Contact the Conservation Officer or Heritage Officer for advice and more information.

phases of the project





phase 1 *planning your work*

Now that you have decided to get involved, it is important that you plan your project well. Phase 1 is essentially a desk based phase of organising and planning your project. In advance of recording fieldwork, you will need to consider the following:

1. Identifying your purpose

Be realistic and clear about what can be achieved. Consider the skills and interest levels of the volunteer group you hope to gather. Give due consideration to the amount of time the volunteers can give to a project. It might be a good idea to start with a small scale project that will give experience, knowledge and tangible results in a short period of time. Decide on your methods, targets, time scale and budget.

2. Gathering your team

Cooperation within the group of volunteers is vital to the success of the project. One person may have responsibility for gathering a list of volunteers, their contact details, availability and the equipment that they may have at their disposal. Volunteers should agree the intended start and completion date of the project.

3. Deciding roles

It may be useful to appoint a coordinator for the project. While the team needs to work together, pool resources and information, a designated coordinator will be important to the successful completion of the project. The coordinator could be responsible for training, supervision and ensuring that the team adopts a consistent approach to the survey.

4. Costing and Funding

Realistic costing and adequate funding are essential for the successful completion of your project.

The following expenses could be incurred:

- Purchase of Ordnance Survey map sheet(s).
- Photographic expenses, e.g. batteries for digital cameras, purchasing and processing film for print film camera, etc.
- Photocopying expenses, e.g. copies of the Ordnance Survey map sheet(s) once the Copyright Permit has been granted, copies of record sheets, etc.
- Printing expenses, e.g. record sheets, digital images, ID letters for the team, publicity notices, etc.
- Insurance costs.
- Transport costs, e.g. travel to the survey area, travel to the buildings, etc.
- Miscellaneous expenses, such as binding, stationery, CDs, etc.

Funds may be raised through grants, sponsorship, and local fundraising effort.

Grants may be available from Cork County Council, your local Leader company, or The Heritage Council. Contact each organisation for information. Cork County Council may also be able to offer assistance with training, materials and services for surveys carried out within the county, contact the Conservation Officer or Heritage Officer for more information.

Companies may be willing to sponsor your project. It may be useful to provide companies with a typed brief for consideration, outlining the purpose, personnel and goals of the project.

Money may be raised locally, through draws, sponsored events, jumble sales, etc.

5. Insurance

Public liability and personal accident insurance will generally be sufficient cover for the volunteers, their equipment (whether owned by the volunteers, other individuals or hired) and the sites they visit. It is advisable to check this with your organisations insurance company.

6. Identifying survey area

The confines of the survey area need to be decided in advance of any recording. Be realistic when deciding on a survey area and set targets and parameters that can be achieved. Consider the number of people involved in the recording team, the geographical spread of buildings within the survey area, the distances involved both in travelling to and from the area, and the distances involved in visiting individual buildings.

While twenty buildings may be recorded in a relatively short period of time in a town or village, it will take substantially longer to record twenty scattered buildings in a rural area. On the other hand, it may be possible to cover a large geographical area in a less densely inhabited rural area, while it could take a substantial period of time to complete a single street in a more densely built town. Other surveys can be undertaken to encompass subsequent areas following the successful completion of a survey. The survey area could be a street, group of streets, part of a village/town, a townland, a group of townlands, etc.

7. Timing and co-ordination of work

The timescale for a project will vary from group to group. While the recording and presentation of information will be time consuming, the initial planning and organisation of the project may prove even more time consuming. Establish start and completion dates, but give due consideration for unanticipated delays, particularly delays caused by weather. Dark, cloudy or wet days do not lend themselves to producing good photographs.

8. Equipment

Consider the equipment needed to complete the project. If an electronic format is preferred, do you have access to a computer and printer? Is it necessary to organise transport for the volunteers to and from the survey area? Can you source cameras, suitable outdoor clothing, stationery and photocopying facilities from within the team or will you need to source these elsewhere?

9. Maps

Before recording begins, decide the geographical boundaries of the area you are going to survey. These boundaries can be marked on the relevant Ordnance Survey map sheet(s) which can be obtained from the Ordnance Survey Office. These maps can be expensive and their cost needs to be considered in the project budget. The number of sheets required will depend on the scope of the survey area. Six inch (1:10,560) scale maps are the most appropriate scale for rural areas. 1:2500 scale maps are the most appropriate scale for towns and villages. In the case of particularly large towns, the 1:1000 scale maps could be considered.

It is inevitable that the original map sheet will be photocopied to produce field maps for the inventorying team, and for initial marking up. Due to copyright on Ordnance Survey maps, a Copyright Permit (CP1) is required. This permit can be obtained free of charge from Ordnance Survey Ireland.

Contact details: Ordnance Survey Ireland, Phoenix Park, Dublin 8.
www.osi.ie tel. 01-8025349
National Map Services, Unit 7, South Ring Business Park, Kinsale
Road, Cork. www.nationalmapservices.ie/ tel. 021 4966888.

10. Publicising your project

In advance of recording, it is important to publicise your project. Making your project public increases awareness, helps to raise support, lets people know that the team will be out and about taking photographs, and may be useful in sourcing equipment and finance.

It is a good idea to make direct contact with owners/occupiers in advance of the survey. You could provide them with a letter (see Appendix 4) detailing the purpose, personnel and anticipated survey period, along with contact details for the coordinator or a designated spokesperson. You may also wish to advertise the project on notice boards in schools, community centres, libraries and local shops. Making contact with local newspapers and radio stations, or having a notice read at local churches could also be considered. The local Gardaí may also need to be notified as people may consider the recording process a suspicious activity.

11. Legal issues

While buildings in the streetscape or on the road side can be photographed easily and without legal challenge, buildings set within private grounds should not be photographed or recorded without the permission of the owner. Some owners may need to be contacted in writing.

12. Safety issues

It is advisable to record in pairs as this eliminates many security risks. Mobile phones can be useful in eliminating many safety issues, provided the phones are charged, turned on, and relevant contact numbers have been distributed throughout the team. It may be useful to nominate one team member as the contact point, to be notified at the beginning and end of recording.



phase 2 *collecting information*

Phase 2 involves physically looking at the buildings and man made structures in your survey area. The documenting of the information gathered by the team during this fieldwork phase is referred to as recording. By recording we mean photographing, filling in of record sheets and noting the locations on an Ordnance Survey map of all the structures in the survey area. It is recommended that this information is collected in a standardised way, and to assist with this, a sample completed record sheet is included in Appendix 1. A loose version of this is contained in the pouch at the back of this document.

Recording all the buildings and man made structures within a given area (i.e. a comprehensive survey) allows for a complete overview of the various types and periods of local built heritage. This means that every structure in the streetscape, townland, or village in question should be recorded whether it is old or new, in excellent condition or in ruins.

Information can be gathered and presented in three formats to create a record for each building or man made structure in the survey area.

The three components are:

1. **The Record Sheet**
2. **The Photographic Record**
3. **The Map Location Record**

1. The Record Sheet

A copy of a blank record sheet is provided as a loose sheet in the pouch at the back of this document. This can be copied as many times as required and can also be copied or downloaded directly from www.corkcoco.ie/heritage. The record sheet has been laid out with reference to the Core Data Index that was adopted in 1995 by the Committee of Ministers of the Council of Europe. The Core Data Index provides a framework for the documentation of historic buildings and monuments of architectural heritage, and recommends that certain baseline information forms part of each record sheet.

Though this record sheet is a simplified version of the Core Data Index, particularly relevant fields have been selected for inclusion. A record sheet should be completed for every building or man made structure in the survey area, containing core data information, such as name, address, building type, etc. Each record sheet is given a number that should correspond with the relevant photographs and marked up map location, thus linking the three elements of the record.



BANK OF IRELAND

2. The Photographic Record

Photographs of the buildings and man made structures in your survey area create an invaluable record. However, photographs need to be linked to written and map information for them to be useful. There is a section in the Record Sheet for the inclusion of photographs. It is useful to store the photographs as part of the Record Sheet to keep the information together.

Photographs can be taken with digital or print film cameras. When using a digital camera it may be necessary to carry additional batteries.

It is useful to have access to a computer to download the photos from the memory card, and access to a printer to print the photos. The cost of the development is a consideration when using print film. In instances where the recording team will use a mix of both digital and print film cameras, it may be useful to have the print film cameras developed to CD rather than prints, as this will allow for a consistent format.

In the case of print film, the images can be adhered to the record sheet. If the roll has been processed to CD, or the photos are digital, the relevant photos can be inserted electronically into each record sheet, so that the written information remains with the photos.

3. The Map Location Record

The written and photographic information is of little use if we do not know where the building or man made structure in question is located. A copy of the map sheet(s) of the area with each building numbered in accordance with the relevant Record Sheet will provide this information. It is useful to present all the Record Sheet numbers on a single map sheet in the final report as it indicates the comprehensiveness of the survey, ensures that each number is used once only, allows users to search for particular buildings geographically, makes omissions apparent, can be copied multiple times, etc.

Following receipt of the Copyright Permit, each team member should receive a photocopy of the map sheet. These sheets come in A2 or A1 format, and may be difficult to photocopy in entirety. It may be useful to divide the map into sections and photocopy each section in A4 or A3 format. Each team member can be then designated a map section to record and mark up.

Consistency and Quality Control

The coordinator should oversee the distribution of buildings and man made structures among the team members to ensure every structure is included in the survey and to avoid any overlap. This may be decided by the allocation of a particular geographical area or a set number of buildings to each person.

At the outset of recording, it may be useful to record a number of buildings in the survey area with the coordinator and team assembled to ensure everyone adopts a consistent approach. The team may also decide at this time if relevant additional historical or architectural information will be added to each record in the survey area.

Photography tips and the marking up of map sheets may also be discussed.

phase 3 *presentation of information*

Before you begin checking and presenting the collected information, it may be interesting to do a little background research. The research information may be added to the records or may form the basis of discussion topics.

You may wish to consider the following:

- Are there old photographs of streets or buildings in the local library?
- Are there old maps of the area in the local library?
- Is there historical information in the local library that may be of interest to the group?
- Are there local people, e.g. local historians, who may provide information about the development of the area?
- Are there protected structures (formerly referred to as listed buildings) in the survey area? Contact the local authority for information.
- Are traditional materials, such as natural slate, thatch and timber sliding sash windows, found in many of the buildings in the area?

Useful sources of information include the following:

- Local library
- County library
- Local historians
- Local historical societies
- Architectural dictionaries

Presentation format

The presentation of the completed survey will depend on the aspirations and requirement of the team. An effective way of presenting and keeping the information together is to bind the completed records, together with the marked up master map sheet(s) folded in a suitable pouch.

If the survey is in electronic format (i.e. the records were completed on computer with digital images inserted into each record), the entire survey may be burnt onto CD and viewed on a computer. It may be possible to scan the marked up master map sheet and also include this on the disk, but consideration must be given to access to a commercial scanner of suitable size. The completed project might be mounted on boards and displayed at the local library, community centre or school.

Proofing and cross checking

It is important to cross check the three component parts of each record before compiling the final report.

1. Map Location Record

Transcribe the map location numbers for each recorder's map section on to the master map of the area and check that each site has an identifying number and the same number hasn't been used twice.

2. Photographic Information

Select relevant photos for insertion in the Record Sheet.

3. The Record Sheet

- Ensure all sections are complete and proof read.
- Check the correct photographs are adhered to/inserted in each sheet.
- Ensure the map number corresponds with the map number on the master map sheet.
- Historical and building description information may be added at this point.

Back-up of completed survey

It is advisable to make back-ups of the completed records and marked up map sheets. This may involve photocopying if the information is in paper format, or copying information to CD if it is in electronic format.

Recommended authorities to whom copies might be made available

Cork County Council Heritage Unit would be grateful to receive copies of completed surveys. Local libraries may also like a copy so that local people and interested groups can have access to the survey that documents their built heritage. Grant giving organisations will be likely to require a copy of the survey as well.

Copies for survey participants

Owners/occupiers who participated in the survey may be interested in receiving a copy of the completed record of their building. Consider making an unbound copy of the survey and distributing relevant records to survey participants.



appendix 1 *sample record sheet*

Note: There is a loose blank record sheet contained in the pouch at the back of this document.

Blank record sheets can also be downloaded or copied from www.corkcoco.ie/heritage

Name of Recording Group		<i>Cork Historical Society</i>		
Name of Survey Area		<i>Clonakilty Town Centre</i>		
Date of Recording		<i>12-12-2005</i>		
Address of Building		Name/No.	<i>Cash & Co</i>	
		Street	<i>Rossa Street</i>	
		Town	<i>Clonakilty</i>	
		Townland	<i>Clonakilty</i>	
Building Information	Number on Map	<i>22</i>	Number of Photographs	<i>4</i>
	Building Type	<i>House and Shop</i>		

Insert Representative Photo Here



Building Description (optional)	Historical Information (optional)
<i>Terraced two-bay three-storey house with shop to ground floor. Pitched slate roof having rendered chimneystacks and dormer windows. Rendered walls, paired timber sliding sash windows and replacement PVC windows to upper floors. Full-width timber shop front comprising fixed window flanked by pilasters with entablature, consoles and lettering above. Wrought-iron gate to entrance, leading to recessed pair of timber glazed doors.</i>	<i>The carved timber shop front is an interesting addition to the streetscape. Original shop fronts are increasingly threatened by historical pastiche replacement. The porcelain lettering is particularly unusual. This building also retains paired timber sliding sash windows, which are notable features.</i>
Insert site/context photo here	
	

Insert detail photo here (eg. window, door, etc)



Detail of: *Entrance Gate*

Additional Photos	Are there additional photos for this building ?	<i>Yes</i>
	How many additional photos are there ?	<i>1</i>
	Are the additional photos attached to this form ?	<i>Yes</i>

Insert detail photo here (eg. window, door, etc)




Photo info (eg rear outbuilding etc): *Porcelain Lettering*

Insert detail photo here (eg. window, door, etc)

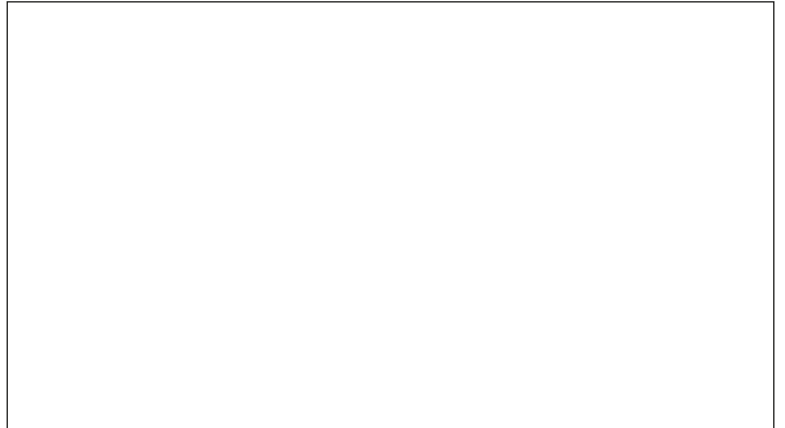


Photo info (eg rear outbuilding etc):



appendix 2 *recorder's check list*

Check the following before going out recording:

- Are you carrying your letter of introduction?
- Are you carrying copies of the letter of introduction to give to owners and occupiers?
- Is your mobile phone turned on and charged?
- Do you have the contact phone number for the coordinator or designated contact person?
- Do you have enough blank record sheets?
- Do you have a copy of the map covering the buildings you are going to record?
- Do you have your camera with you? If so, do you have enough film/batteries?
- Are you wearing suitable outdoor clothing?

Check the following for each building or man made structure that you record:

- Do you need the owner's permission? If so, have you been given permission?
- Have you filled in all sections of the record sheet?
- Have you taken adequate photographs?
- Have you numbered and marked the location on your map sheet?



appendix 3 *co-ordinator's check list*

Check the following before the team goes out recording:

- Are all team members carrying their letters of introduction?
- Does each person have enough blank record sheets?
- Have you organised enough cameras and film/batteries for the team?
- Has each team member been issued with a copy of the relevant map section for their area?
- Does everyone have suitable outdoor clothing?
- Is your phone turned on, charged and in coverage?
- Are you available to take phone calls from team members and other interested parties?
- Do you have the contact numbers for all team members?
- Do you know the general location and anticipated completion time of each team member?

appendix 4 *letter of introduction (template)*

Date

Dear owner/occupier

All the buildings in a given area tell a valuable story about the past and present lives of people in that community, discernable in the old and new, big and small, public and private. Built heritage can include anything from a local school, to a disused cinema, to a post box, to your own home. These not only tell of changes in building and design fashions, they tell of economic, historic and social changes. They also tell a physical story of technological developments, apparent from the use of traditional building materials, such as stone, plaster, slate, cast-iron and timber in older buildings, through to the use of modern materials, such as concrete, cement, artificial slate and plastic in the buildings of today.

Buildings create much of the character of the local areas, yet we rarely pause to consider or examine them. While a stately mansion, fine church or ruinous castle are admired by all, we rarely view less imposing buildings worthy of such admiration, and yet they tell an equally significant story and form a vital part of our social and historic fabric.

We, the xxxx (the members/students) of xxxx (school/organisation/group) are planning to record the built heritage of xxxx (street, village, town, townland). Recording means looking at, examining, photographing and documenting buildings and man made structures. We hope to develop an overview of the various periods, types and styles of local built heritage.

We hope you will grant us permission to record your building. We have public liability insurance, which indemnifies property owners. Please contact xxxx (contact name) at xxxx (phone number) if you have any questions.

Your help and cooperation would be greatly appreciated.