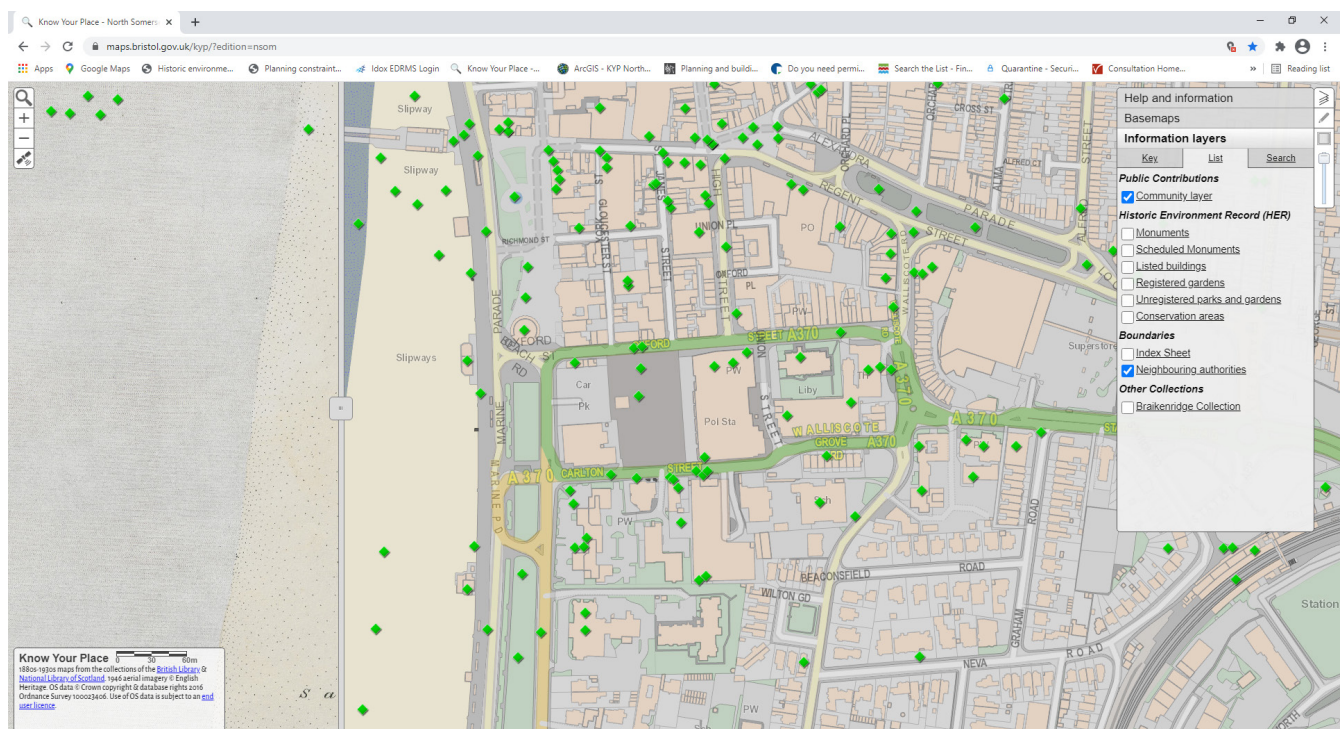


Local List – How to nominate an asset online via Know Your Place

This step by step guide shows you how to nominate heritage assets online through the [Know Your Place website](#), If you would like a guide on how to use the whole website please email DM.Archaeology@n-somerset.gov.uk.

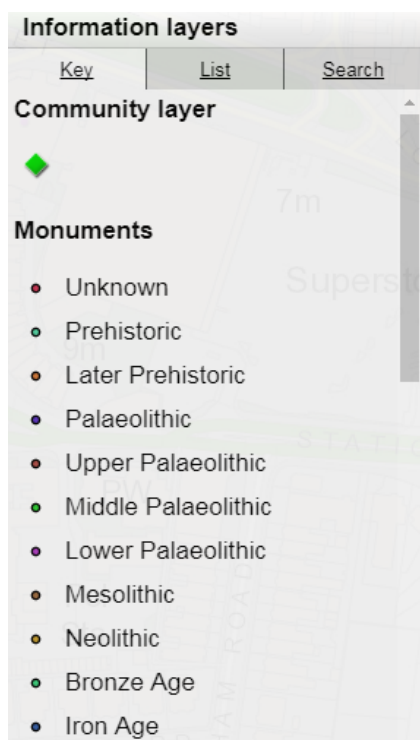
Navigating the map

When you first open the weblink to the [Know Your Place North Somerset](#) you will see the below screen.

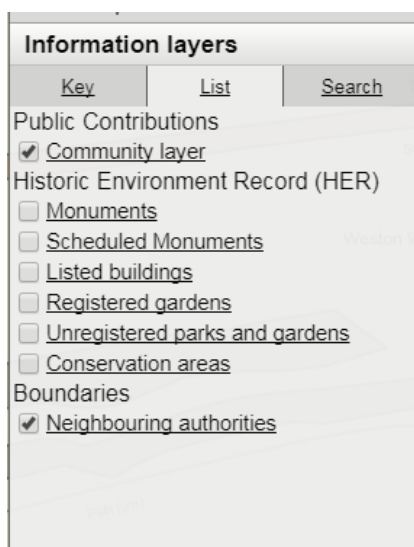


Using the Info Layer

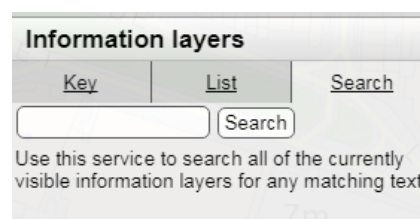
Click on 'Information layers'. You will find three sections: Key, List and Search.



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 interests 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. There will be a new tick box added to this to turn on all the heritage assets nominated for the Local Heritage List so you will be able to see the building nominated and added to the Local List.



The '**Search**' option allows you to search for any matching text within a currently visible layer.

You must make sure you have the community layer box ticked on the '**List**' tab to get started.

What to think about before nominating a heritage asset for Local Heritage Listing

Nominating an asset on Know Your Place takes just a few simple steps but deciding on what details 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 meet the criteria on page 5?
- Do you have the evidence ready to show how the asset meets these criteria?
- Is it the best example to showcase your local heritage?
- 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 your nomination. 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 nomination to Know Your Place, it is worth reviewing the information that has already been added to the Community Layer to see if it has already been nominated.

Now you are ready to nominate your contributions to the Local List.

Picking and choosing information

It is important to spend some time looking at the information you have and deciding what you need to include for the nomination for an asset to the Local List. Use the checklist to make sure you have reviewed the material before putting it forward for nomination.

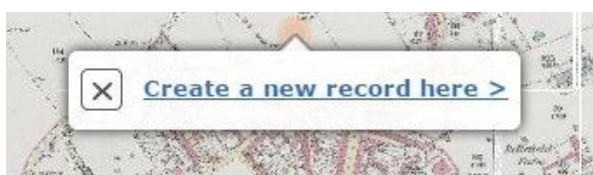
Once you have your information ready, it's time to upload it:

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, a building 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 nominations.

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 (see opposite)

- Type your information into the relevant fields (see the following page for guidance on what to include in each field)

Adding to New contributions

Name of object	<input type="text"/>
Asset type	<input type="text"/>
Description	<input type="text"/>
Condition of object	<input type="text"/>
Your organisation	<input type="text"/>
Local list nominated?	<input type="text"/>
Copyright	<input type="text"/>
Do you consent to your name and contact details being recorded against your contribution?	<input type="text"/>
Linked resource URL 1	<input type="text"/>
Linked resource name 1	<input type="text"/>
Linked resource URL 2	<input type="text"/>
Linked resource name 2	<input type="text"/>

- Don't forget to add your attachments – click on 'Choose file' to browse files on your computer

Confirm your nomination to the Local Heritage List

One of the fields in the Adding a new contribution is named Local List nominated when you click on the box next to this you will see a drop down menu, you just need to click yes before submitting your nomination.

Confirm your copyright

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

Choose file | No file chosen (While most image formats are accepted, please try to restrict uploads to .JPEG format. Adobe PDF documents and mp3 audio files can also be attached.)

Cancel Submit

Part information will be accessed to the HER
Information is retained by Bristol City Council. Personal information is used in accordance to Bristol City Councils [Privacy policy](#)

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.

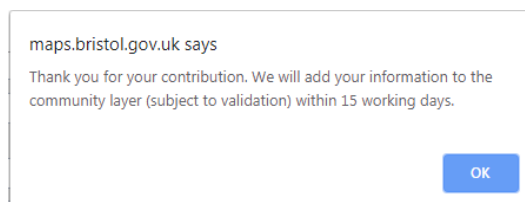
- If it was a photograph or recording taken by yourself then you have copyright.
- If you are copying a historic document from the archives or an illustration from a book, you do not have copyright. Always check with the organisation that holds the object and ensure you have permission before sharing.

Submitting your Nomination

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:



You've submitted your nomination!

Please note: due to the amount of nominations made for the Local Heritage List it may take some time to be considered by the Panel and then officially adopted by North Somerset Council.

Record form details

Field	What it's for	Text
Name of object	Simple and 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	This will not show on the webpage.
*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 enter '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	