NIAH

HANDBOOK

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An Roinn
Cultúir, Oidhreachta agus Gaeltachta

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INTRODUCTION

The National Inventory of Architectural Heritage (NIAH) is a state initiative under the administration of the Department of Culture, Heritage and the Gaeltacht. It was established on a statutory basis under the provisions of the Architectural Heritage (National Inventory) and Historic Monuments (Miscellaneous Provisions) Act 1999. Its purpose is to identify, record, and evaluate the post-1700 architectural heritage of Ireland, uniformly and consistently as an aid in the protection and conservation of the built heritage. It is intended that the NIAH will provide the basis for the recommendations of the Minister for Culture, Heritage and the Gaeltacht to the planning authorities. The surveys are also a research and educational resource. It is hoped that the work of the NIAH will increase public awareness, understanding, and appreciation of the post-1700 architectural heritage in Ireland.

BACKGROUND

1. Granada Convention

The Council of Europe, in Article 2 of the 1985 Convention for the Protection of the Architectural Heritage of Europe (Granada Convention), states that *'for the purpose of precise identification of the monuments, groups of structures and sites to be protected, each member State will undertake to maintain inventories of that architectural heritage.'* The Granada Convention emphasises the importance of inventories in underpinning conservation policies. The NIAH was established in 1990 to fulfil Ireland's obligations under the Granada Convention, through the establishment and maintenance of a central record, documenting and evaluating the architectural heritage of Ireland.

Article 1 of the Granada Convention establishes the parameters of this work by defining 'architectural heritage' under three broad categories of Monument, Groups of Buildings, and Sites.

- Monument: all buildings and structures of conspicuous historical, archaeological, artistic, scientific, social or technical interest, including their fixtures and fittings;
- Group of buildings: homogeneous groups of urban or rural buildings conspicuous for their historical, archaeological, artistic, scientific, social or technical interest, which are sufficiently coherent to form topographically definable units;
- Sites: the combined works of man and nature, being areas which are partially built upon and sufficiently distinctive and homogenous to be topographically definable, and are of conspicuous historical, archaeological, artistic, scientific, social or technical interest.

The Council of Europe's definition of architectural heritage allows for the inclusion of structures, groups of structures and sites which are considered to be of significance in their own right, or which are of significance in their local context and environment. The NIAH believes it is important to consider the architectural heritage as encompassing a wide variety of structures and sites as diverse as post boxes, grand country houses, mill complexes and vernacular farmhouses.

2. Record of Protected Structures

The Planning and Development Act 2000 requires each planning authority to compile and maintain an RPS. The RPS is a mechanism for the statutory protection of the architectural heritage and forms part of each planning authority's development plan. The Minister for the Culture, Heritage and the Gaeltacht may recommend structures to the planning authorities for inclusion on the RPS. Sites/structures/groups of structures (Structures) rated as being of Regional importance or above are included in the Minister's recommendations

3. Surveys

The NIAH Surveys form a baseline of information. The *Core Data Index to Historic Buildings and Monuments of the Architectural Heritage* was recommended by the Council of Europe in 1992 to identify categories of information necessary to record structures and sites of historic and architectural interest. The Core Data Index and the practice and methodologies of other member states of the Council of Europe have been reviewed and adapted to suit an Irish context. Thus the Surveys have the minimum information necessary to uniquely identify, record, and evaluate a structure, group of structures, or site. The surveys are intended to identify, record and evaluate a representative sample of the range of structures that merit protection. They contain concise, basic descriptions. They allow for further information to be added over time. The number of structures to be recorded in a particular area will be specified in the tender documentation.

METHODOLOGY

Introduction

Sites to be recorded will be identified by NIAH staff.

Recording and editing involves

a) Completing data fields, including description and heritage appraisal, in the NIAH Online Database for each site,
b) Marking the location of the site on the NIAH Online Mapping Application,
c) Digital photography, including numbering and naming of photographs,
d) Controlling and editing of records for consistency, grammar and spelling,
e) Re-entering of corrected data,
f) Delivery of finalised material in appointed time.

Throughout the recording and editing process completed records, photographs and mapping are returned to the NIAH for checking. Incomplete or incorrect records will be returned to the Contractor for immediate correction.

Surveys are published on the NIAH website **www.buildingsofireland.ie**

The NIAH survey maps, photographs, databases, and any other information gathered in the course of any inventory, will remain the property of the Government of Ireland and copyright of all this collected information will be the property of the Government of Ireland.

Site Identification

The NIAH will identify sites to be recorded. The Contractor will be provided with paper maps showing the locations of these sites. The Contractor will also be provided with a list detailing the building types and general addresses of the relevant sites. Subsidiary structures should be described on the same NIAH Survey record as the principal structure if they would not in themselves warrant a Regional rating.

Sites identified by the NIAH are, on initial assessment, deemed to be of Regional or above importance. If, however, the recorder disagrees with this assessment, it should still be recorded and the disagreement noted in the General Field of the NIAH Online Database.

If a structure has been demolished or very significantly altered since NIAH identification, and thus is no longer worth protecting, a basic record should still be made and an image(s) taken in order to clearly demonstrate its altered state.

Access to Properties

This is generally not an issue in built-up or urban areas, where almost all buildings will be visible from the street, and from where it should be possible to make a record. However access can be more difficult with

structures on their own lands. It will be the case with a military barracks or school, where there are security implications. Some preliminary planning and initial visits by the Contractor will be required, early in the contract period, in such cases.

In the event of access being refused, the recorder should take a photograph of the entrance gates and the NIAH should be notified in the next weekly access report. The Recorder should provide the NIAH with the relevant details to enable them to contact the owner and arrange access.

The Recorder is generally not required to gain access to the interiors of buildings, except in the case of civil and public buildings, where public access is readily available, such as churches, courthouses, town halls, cultural institutions (public galleries, libraries, museums, theatres etc.), hotels and some commercial premises. Historic commercial interiors of public houses and shops are increasingly rare and recorders should note and photograph these when identified.

In some instances the NIAH will specify private interiors to be recorded, with the permission of the owner. These interiors will be specified in the tender document. Private domestic interiors are published by the NIAH only with the consent of the owner. The interiors of some private domestic buildings are already widely known through previous research and publication. These buildings are usually country houses and more rarely grand town houses.

THE RECORD

Introduction

The record made of a structure consists of three parts:

1. **The written record -** NIAH Online Database data fields, including description and heritage appraisal, to be completed.
2. **The photographic record** - Digital photography**,** including numbering.
3. **The mapping record -** NIAH Online Mapping Application to be used to mark the location.

1. THE WRITTEN RECORD

NIAH Online Database

- The NIAH will provide access to the Online Database for data entry.
- Contractors will be required to have a minimum of a 5MB broadband line
- The Online Database has been developed for use **solely** with **Microsoft Internet Explorer version 7+** as its web browser.
- Access to the Online Database can only be guaranteed during normal working hours (8.30-18.00) Monday to Friday. Outside of these hours there may be occasional downtime to allow for upgrades and maintenance.
- The NIAH will not accept liability for the loss of time in the event of users' internet connectivity outages, and will accordingly not compensate for this time. Without exception, any extra days which will be required to complete the data entry will be at the exclusive expense of the Contractor.

Below is described each field of the Online Database and how it should be completed.

Registration Number:

The registration number is a unique identifier for each structure recorded. This number has eight digits and is allocated by the NIAH.

Location:

The Location field is the address for the site. It is to be as precise as possible. For structures in urban areas the Location field will comprise the postal address. Structures in rural areas will most often comprise a Townland name only.

The Location field includes the following headings: Name, Previous Name, Number, Street Name 1, Street Name 2, Town, Townland 1, Townland 2, Townland 3, Townland 4, County, Planning Authority.

NAME: Only proper names are acceptable for inclusion in the name datafield for example "Castletown House". Generic or descriptive names should not be used, e.g. *Limestone steps* or *Thatched house*. In such instances the Name datafield will be left blank.

PREVIOUS NAME: Historical, Original or Previous proper names associated with a site shall be entered into the Location datafield. For instance a site originally known as Ballybeg Glebe House but now known as The Old Rectory Guesthouse shall have The Old Rectory Guesthouse entered into the Name Datafield with Ballybeg Glebe House entered into the Previous Name Datafield.

For the purpose of searching the database the various structures recorded within a defined site should be allocated the same name in the Name datafield. For instance, all of the structures forming part of a country house estate (country house, gateways, gate lodges, farm outbuildings, follies, etc.) will be allocated the name of the country house, for example "Wells House". Similarly the various structures making up a military barracks complex will be assigned the same entry in the Name datafield, for example "Thomas Doyle Barracks".

NUMBER: The street number of the structure is entered into the Number datafield.

STREET NAME: Two datafields are dedicated to the Street Name. In the majority of instances only one will be completed, e.g. *Main Street*. However, two datafields should be completed when the structure forms part of a named terrace in a named street, e.g. *Florence Terrace, Main Street*; or the structure occupies a corner. In the latter instance, the name of the street in which the front door is positioned is entered into the Street Name 1 datafield; the name of the street in which the return or side elevation is positioned is entered into the Street Name 2 datafield.

TOWN: The name of the town is entered into the Town datafield.

TOWNLAND: Each record shall be ascribed a Townland name (from the drop down menu), as indicated on the Survey Map Sheets. In certain instances a structure may span more than one townland, e.g. a bridge: in such instances the name of each townland shall be entered. **In the case of the Dublin surveys the townland field may be left blank.**

COUNTY: The name of the county is entered here.

PLANNING AUTHORITY: The name of the Planning Authority is entered here.

The spelling of names or addresses should be as on the OS map supplied. Alternative spellings should be in the General datafield.

In certain instances the recorder may be aware of an alternative name that might apply to any of the Location datafields. For instance, *O'Connell Street* was historically known as *Sackville Street*. In such cases the Recorder will note the historical name in the General datafield.

Map Information:

The Map Information field comprises four sections;

- Map Type is completed by selecting from the dropdown menu.
- Sheet is completed by entered the sheet number from the relevant paper map provided by the NIAH.
- Town ID is completed, where applicable, with reference to a list provided by the NIAH.
- Site No is completed by entering the relevant final digits from the site's registration number.

Classification:

The NIAH type classification, in the form of a series of interactive drop down menus, is contained within the online database.

Original Type – based on the evidence presented by the structure, the recorder should try to determine the structure's original function.

In use as – should be used to describe the structure's current function. 'In use as' should be left blank if the structure is vacant or disused. If however the structure, typically a shop/retail outlet, is obviously being redecorated and thus closed for a very brief period it should not be described as vacant or disused.

Additional Type – should be used in instances where the structure is being simultaneously used for a number of different functions. Typically a house may now be in use as both a house and commercial premises. The secondary rather than the main use should be entered into the Additional Type field.

Historical use – the recorder may be able to ascertain a former or Historical use of the structure. For example a country house may now be in use as a hotel but at some period in its past was used as a school. This should be entered into the Historical use field.

A recorder may come across a structure for which there is no Classification included in the database. The details of the structure should be noted in the General Field and the Classification fields left blank.

Date:

Dating takes the form of two date fields: "Date From" and "Date To". Both fields must be completed. The smallest time band should be used where possible. Time band dates should be rounded out to the nearest 0 or 5.

For example, in the case of a structure, built in 1881, the date bracket should appear as Date From: 1880 – Date To: 1885 and 'built in 1881' should appear in the Summary Description field. If the recorder was able to ascertain the exact date of construction the method used should be noted in the General field e.g. documentary evidence, cartographic evidence, date stone, owner information or a commemorative plaque.

However in the majority of cases the recorder may not be in a position to give an exact date of construction. In such instances a broader date may be given. Thus, for example, Date From: 1820 – Date To: 1840. A qualifying date of 'c.1830' can be given in the Description field. This will demonstrate that the date is thought to be about 1830 but with a time band of ten years either side of that date. Date bands broader than forty years

(twenty years either side) should only be used in exceptional circumstances. Limited time bands are of particular importance when recording more recent structures.

If the date given is based on a 'datestone' then the record should state '…*dated* …'. The datestone should be photographed and its location noted in the record.

In circumstances where a structure was built c.1850 and subsequently altered c.1910, the record should have a mid-nineteenth-century date bracket in the Classification field. The Summary Description should state that the structure was built c.1850 and altered c.1910. However if the early twentieth-century alteration is the most significant and dominant element, the record would have an early twentieth-century date bracket in the Classification field and the Description and/or Appraisal should clearly state that the structure of c.1910 contains the remains of an earlier structure dating from c.1850. Many eighteenth and nineteenth-century country houses have mediaeval towers at their core – these should be dated to the date of the construction of the house not the mediaeval core.

Summary Description:

The Summary Description should read as a succinct, objective and accurate record of the physical form and detail of the structure or site. For the sake of consistency, the NIAH has developed a preferred methodology for recording structures, the detail of which is laid out below. It should be noted that it may not be possible to describe all structures in this format. Graveyards, bridges, harbours, canals and street furniture are just some of the types of structures recorded which cannot be readily described using the NIAH preferred methodology for descriptions. However the prescribed format should be adhered to, where possible. Examples of completed records can be examined on the NIAH website - www.buildingsofireland.ie

The length of description required is dictated by the size and complexity of the structure. A water pump or post box may typically require only a few lines, whereas a more detailed description would be appropriate to a country house or an institutional building.

Where applicable the Summary Description should follow this format and order:

1. Location
2. Distinguishing plan and elevational features (if applicable)
3. Number of bays and number of storeys (over basement, if applicable)
4. Architectural style (if applicable)
5. Original type
6. Date of construction (or approximate date)
7. Historical (subsequent) usages (with corresponding dates)
8. Current and Additional usages (if applicable)
9. Renovations/extensions/alterations (to be noted in sequence with corresponding dates)
10. Roof
11. Walls
12. Openings
13. Interior
14. Site
15. Attendant outbuildings (if not provided with separate record)

Basic information which should be included in the record:

1. Location

Terraced (should be used where buildings are built as part of a group, having common dividing walls, sharing a common building line, and usually originally constructed to the same or similar design)

End-of-terrace (should be used where building terminates a terrace)

Semi-detached (should be used where buildings are built as one of a pair and usually originally constructed to the same or similar design)

Attached (should be used where structure is attached to another and is not in terraced or semi-detached form)

Detached

Freestanding (only to be used when describing monuments/memorials).

2. Distinguishing plan and elevational features (if applicable)

The plan form and characteristics of the structure should be described, e.g. 'L-shaped', 'Cruciform', 'Breakfront', 'Palladian villa plan', 'Gabled'

3. Number of bays and storeys (over basement, if applicable)

The number of bays and storeys of the building, e.g., 'two-bay single-storey', or 'four-bay three-storey over basement', gives horizontal and vertical information to the description.

A complex or a structure built to an irregular plan form with many bays may be described as multiple-bay.

A basement and/or an attic are to be included with the storeys. The term "dormer attic" applies when all of the accommodation in the roof space is positioned above the level of the eaves. In such instances the building is described as "two-bay two-storey house with dormer attic, built..."

The term "half-dormer attic" applies when the accommodation in the roof space springs from below the level of the eaves. In such instances the building is described as "two-bay two-storey house with half-dormer attic, built..." The NIAH does not use the term "one-and-a-half-storey house", which suggests an unfinished or truncated structure.

4. Architectural style (if applicable)

Architectural style is entered only if the Recorder is certain that the style is correctly attributed. For example, 'Georgian' is only to be used for structures which were built during the reign of the four Georges, and which exhibit features typical of the Georgian era. 'Georgian-style' is to be used for structures which exhibit typical Georgian features, but which were built outside the Georgian time frame. This may also be applied to other architectural styles.

However if using Georgian, Victorian, Edwardian and so forth, the use of such terms should be refined to, 'early Georgian', 'late Regency' or 'High Victorian'.

In the case of vernacular structures architectural style is not applicable. However vernacular houses have been generally classified as being either lobby-entry or direct-entry plan form. Lobby-entry houses are distinguished externally as having an alignment or near alignment of chimney and entrance doorway. Direct-entry houses have their entrance doorway at a remove from the chimney.

5. Original type

The original type is to be entered, e.g. house, school, Church of Ireland church.

6. Date of construction (or approximate date)

The date the Recorder has assigned to the structure is entered directly after the original type, e.g., 'railway station, built c.1855'. If the date given is based on a 'datestone' then the record should state '…*dated* …'. The datestone should be photographed and its location noted in the record. Any information contained on a datestone or commemorative plaque should be transcribed into the General field.

7. Historical usages (with corresponding dates)

Any known subsequent uses of the structure should be entered in the summary description field, such as former railway station c.1880, later in use as a school.

8. Current and Additional usages (if applicable)

The current use and any additional use are to be entered in the Summary Description data field.

9. Renovations/extensions/alterations

To be noted in sequence with corresponding dates.

10. Roof

Descriptive details of the roof and related elements are entered. This information should include detail of the form; covering; ridge tiles; chimneystacks; eaves/bargeboards; rainwater goods etc.

11. Walls

Descriptive details of the walls and related elements. This information should include detail of the external rendering and finishes over construction (if discernable), e.g. "lime render over coursed random rubble stone walls".

12. Openings

Descriptive details of the windows and door openings. This information should include detail of the shape (-headed); material of sills; material of head; fittings; doors shape (-headed); materials of surround; material of head; fittings .

13. Interior

Where applicable, first principal room entered followed by remainder of principal rooms in clockwise fashion moving from ground floor up. Minor rooms do not need to be recorded.

14. Site

Setting in streetscape/landscape; features of immediate curtilage.

15. Attendant outbuildings (if not provided with separate record)

Sequence of description to follow that of main building.

NOTE:

- Use rough compass points, i.e., east or west, instead of descriptive terms such as 'left-hand side'. This information can be inferred from the maps provided.
- Elevations can be described as: front, south elevation or garden, east elevation
- Descriptive terms such as small/tall/long/short/large should not be used.
- Only the most basic level of information is needed for recent additions unless they contribute to the heritage importance of the structure recorded.
- A structure may contain ancillary structures which do not, in themselves, merit a separate record. In this instance the recorder should include a brief description as part of the record for the main structure. It is not sufficient to simply state something along the lines of 'outbuildings to rear'. Include information on the function of the structure including notes on the basic roof shape and covering, walling materials etc.
- Descriptions of the boundary walls and gates should be included in the main record if they have not been given separate records.

Categories of Special Interest:

The notes below explaining the Categories of Special Interest are from *'Architectural Heritage Protection Guidelines for Planning Authorities'* published by the Department in 2011 which can be downloaded from http://www.buildingsofireland.ie/FindOutMore/.

Introduction

The Planning and Development Act 2000 defines the architectural heritage to be structures or parts of structures which are of ***Architectural (A), Historical (H), Archaeological (Ag), Artistic (Ar), Cultural (C), Scientific (Sc), Social (So)*** or ***Technical (T)*** interest. The Categories of Special Interest can be seen as a list of criteria to be considered when evaluating a structure. The categories are not mutually exclusive and a structure may be attributed with several of the categories. Generally the majority of sites/structures/groups of structures included in NIAH surveys will be considered to be of Architectural (A) or Artistic (Ar) interest, although on rare occasions a structure of no architectural or artistic interest may have been included purely for its historical, archaeological, cultural, scientific, technical or social interest.

The Planning and Development Act 2000 requires that a protected structure be of special interest under one or more of the categories of interest. These categories are not mutually exclusive; for example, a structure may be of historical, as well as architectural, interest.

Architectural interest

The characteristics of architectural interest may be attributed to a structure or part of a structure with such qualities as the following:

1. A generally agreed exemplar of good quality architectural design;
2. The work of a known and distinguished architect, engineer, designer or craftsman;
3. An exemplar of a building type, plan-form, style or styles of any period but also the harmonious interrelationship of differing styles within one structure;
4. A structure which makes a positive contribution to its setting, such as a streetscape or a group of structures in an urban area, or the landscape in a rural area;
5. A structure with an interior that is well designed, rich in decoration, complex or spatially pleasing.

Historical interest

The notion of historical interest underpins a general belief that it is worthwhile to preserve and conserve structures, sites and information from past centuries. The level of importance of the historical connection and its relationship to the existing fabric of the structure should be assessed. The historical interest relating to a structure or parts of a structure may be identified in various ways.

1. A structure may have historical interest as the location of an important event that occurred in, or is associated with it, or by its association with a historic personality. Some events or associations may be so important that the place retains its significance regardless of subsequent alteration. Where an otherwise unremarkable structure has historical associations, it may be more appropriate to

commemorate the association with a wall-mounted plaque. Where the decision is difficult, it is helpful to discover whether other buildings connected with the personality or event still exist (and if they are protected) and to make an assessment that takes account of the value of such a group.

2. A structure may have influenced, or been influenced by, a historic figure. Important people may have lived in the structure or have been otherwise associated with it – for example its patron, designer or builder. Places in which evidence of an association with a person survive, in situ, or in which the settings are substantially intact, are of greater significance than those which are much changed or in which much evidence does not survive.
3. Historical interest can be attributed where light is thrown on the character of a past age by virtue of the structure's design, plan, original use, materials or location.
4. A structure may be a memorial to a past event;
5. A structure itself may be an example of the effects of change over time. The design and fabric of the structure may contain evidence of its former use or symbolic meaning. This may be the case with former gaols or churches that have since changed and, in so doing, illustrate a historic development.
6. Some fixtures and features may survive, for example in consistory courts and courts of law, that are important evidence of former liturgical or legal practice and may have special historical interest for that reason.
7. Some unusual structures may have historical or socio-historical interest, for example, early electricity substations, 'Emergency' era military pillboxes or sentry-boxes. Although not yet of popular heritage significance, such structures can nonetheless have special historical and social interest.
8. Special historical interest may exist because of the rarity of a structure. Either few structures of an identifiable type were built at a particular time, or few have survived. In either case, the extant structure may be one of the few representative examples of its time that still exists in the national, regional or local area. The rarity of surviving examples of a building type can ensure that special historical interest accrues to them. A planning authority should give careful consideration to protecting any examples of rare structures in its area, bearing in mind the degree to which past interventions may have altered their character.

Archaeological interest

Special archaeological interest is essentially defined by the degree to which material remains can contribute to our understanding of any period or set of social conditions in the past (usually, but not always, the study of past societies). The characteristic of archaeological interest in the context of the RPS must be related to a structure. Structures of special archaeological interest may also be protected under the National Monuments Acts.

Structures can have the characteristics of both archaeological and architectural interest as these are not mutually exclusive. For example, the party walls or basements of houses of later appearance may contain medieval fabric and reveal information of archaeological interest. The standing walls of a sixteenth-century towerhouse will have both characteristics of interest. Fragments of early fabric, including carved or worked stone, may have been re-used in later buildings giving these structures archaeological significance as the current context of historically significant material. A complex of industrial buildings may have archaeological interest because of

its potential to reveal artefacts and information about the evolution of industry that may be useful to archaeologists, historians and the public.

Artistic interest

Special artistic interest may be attributed to a structure itself, or to a part of a structure, for its craftsmanship, design or decoration. Examples could include:

1. Examples of good craftsmanship;
2. Decoratively carved statuary or sculpture that is part of an architectural composition;
3. Decoratively-carved timber or ceramic-tiled shopfronts;
4. Ornate plasterwork ceilings;
5. Decorative wrought-iron gates;
6. Religious art in a place of public worship such as the Stations of the Cross or stained-glass windows;
7. Fixtures and fittings such as carved fireplaces, staircases or light-fittings;
8. Funerary monuments within a graveyard;
9. The relationship of materials to each other and to the totality of the building in which they are situated, if these have been designed as an ensemble.

For an artistic work to be given protection under the Act, its degree of annexation to the structure should be taken into account. If the work of art is effectively fixed to the structure, it can be considered a part of the structure and therefore protected.

Cultural interest

The characteristic of cultural interest permeates the architectural heritage and can, in the broadest terms, include aesthetic, historic, scientific, economic or social values of past and present generations. Special cultural interest apply to:

1. Those structures to which the Granada Convention refers as ‘more modest works of the past that have acquired cultural significance with the passing of time’;
2. Structures that have literary or cinematic associations, particularly those that have a strong recognition value;
3. Other structures that illustrate the development of society, such as early schoolhouses, library buildings, swimming baths or printworks. If these associations are not related to specific aspects of the physical fabric of a structure, consideration could be given to noting them by a tourism plaque or other such device.

Scientific interest

The scientific interest, or research value, of a structure will depend on the importance of the data involved and on its rarity and/or quality. Its scientific interest should also be assessed as to how well it represents the area of research in question and the degree to which the structure may contribute further objective information. For example:

1. The results of scientific research may be seen in the execution of the structure;
2. The materials used in the structure may have the potential to contribute to scientific research, for example extinct pollen or plant species preserved in the base layers of ancient thatch roofs;
3. The structure may be associated with scientific research that has left its mark on the place, such as early Ordnance Survey benchmarks carved into stonework.

Technical interest

Special technical interest in a structure relates to the art of the structural engineer in devising solutions to problems of spanning space and creating weatherproof enclosures. It may be found in structures which are important examples of virtuoso, innovative or unusual engineering design or use of materials. A structure may be of special technical interest for one or more of the following reasons:

1. It displays structural or engineering innovation evidenced in its design or construction techniques such as the use of cast- or wrought-iron prefabrication or an early use of concrete;
2. It is the work of a known and distinguished engineer;
3. It is an exemplar of engineering design practice of its time. For example, a bridge may be a masonry arch, an iron suspension or a concrete span;
4. It displays technically unusual or innovative construction or cladding materials, such as early examples of glazed curtain walling, prefabricated concrete plank cladding or Coade stone;
5. Contains innovative mechanical fixtures, machinery or plant or industrial heritage artefacts that describe the character of production processes. The specifically industrial aspect of some sites like mill buildings, mill-ponds, tailings or derelict mines can often have a technical heritage value;
6. Purely special technical interest can be ascribed to the innovative engineering qualities of a structure, as distinct from the building's appropriateness for use, or its appearance or form.

Social interest

The characteristic of special social interest embraces those qualities for which a structure, a complex or an area has become a focus of spiritual, political, symbolic or other sentiment to any group of people. A community may have an attachment to a place because it is an essential reference point for that community's identity, whether as a meeting place or a place of tradition, ritual or ceremony. The configuration, disposition or layout of a space or group of structures, where they facilitate behaviour that would otherwise be difficult or impossible, may be of social interest. This category of special interest may sometimes not be directly related to the physical fabric of a particular structure or structures and may survive physical alteration. Care should be taken to recognise the pattern or internal relations of the parts of the structure that constitute its special interest, in order to ensure that they be conserved.

1. The fixtures and features that testify to community involvement in the creation of a structure, or have a spatial form or layout indicating community involvement in the use of a structure, could include such elements as memorials, statues or stained-glass panels.
2. A structure may display vernacular traditions of construction and may be set in a group or area which illustrates the social organisation of the inhabitants. Most obviously this would include thatched

cottages. In vernacular buildings, elements of the plan-form (for example, direct-entry, lobby-entry, doors opposite one another, bed outshots etc), as well as the roofing material of otherwise ordinary structures may be distinctive and have special social interest.

3. Types of decoration may have artistic as well as social interest, such as shell houses or the local manifestation of exuberant or astylar stucco decoration where it is particular to a town or region.
4. A social interest could also be attributed to structures illustrating the social philosophy of a past age, as in the case of philanthropic housing developments. Structures which illustrate a particular lifestyle or social condition, for example holy wells, are to be found in many parts of the country. Care must be taken to ensure that there is sufficient physical fabric to such places for them to be defined as ‘structures’.

Appraisal:

Summary

The Appraisal should draw attention to the essential character and significance of the structure and persuade the reader of its merits. It should identify the reasons for the categories of special interest attached to a structure but should not read as a description. It is making a case for the protection of the structure and should be written in plain English.

Writing the Appraisal

When writing the Appraisal questions to consider include:

- *Is it the design, detail or designer that makes it important?*
- *Is it unusual or rare in any way?*
- *Does it retain much of its original fabric?*
- *Is it important because of its interior or setting?*
- *Does it, in the case of an industrial site, still have its original machinery?*
- *Does it share any characteristics or details with other structures in the survey?*
- *Does it have any important historical, cultural, or social associations with the area, an individual or event?*
- *Is the structure part of an overall design for the area?*
- *Is it part of an important complex/group/terrace or streetscape?*
- *Is it part of a group of buildings by the same architect or for the same patron in the area?*

This list, though not exclusive, gives an indication to the approach of writing of the appraisal.

The overall tone of the Appraisal is crucial and the language and phrasing should be carefully considered. It should not be a list of the surviving elements of the original fabric. Comments, which could reflect on the owner, should never be made. If timber windows have been replaced with uPVC they should not be referred to as 'inappropriate'. Find another way of making the point.

The scale and complexity of the building will dictate the appropriate length of the Appraisal.

Comments must be accurate. For example before stating that a particular structure is a "rare early surviving example of a XXX in the area" the recorder should ensure that it is indeed uncommon or an early example.

Rating:

The attribution of **Categories of Special Interest** should lead the Recorder to consider the architectural heritage significance of a structure and to rate that significance. The NIAH rating values are ***International, National, Regional, Local*** and ***Record Only***. Structures which are considered of **International**, **National**, and **Regional** significance are recommended by the Minister to the relevant planning authority for inclusion in their RPS.

Sites identified by the NIAH for recording are deemed, on an initial assessment, to be of **Regional** or above significance. However, recorders should enter their assessment of significance for the structure. The final decision on the rating will be a matter for the NIAH.

INTERNATIONAL

Structures or sites of sufficient architectural heritage importance to be considered in an international context. Examples include St Fin Barre's Cathedral, Cork. These are exceptional structures that can be compared to and contrasted with the finest architectural heritage in other countries.

NATIONAL

Structures or sites that make a significant contribution to the architectural heritage of Ireland. These are structures and sites that are considered to be of great architectural heritage significance in an Irish context. Examples include Ardnacrusha Power Station, Co. Clare; the Ford Factory, Cork; Carroll's Factory, Dundalk; Lismore Castle, Co. Waterford; Sligo Courthouse, Sligo; and Emo Court, Co. Laois.

REGIONAL

Structures or sites that make a significant contribution to the architectural heritage within their region or area. They also stand in comparison with similar structures or sites in other regions or areas within Ireland. Examples would include many Georgian terraces; Nenagh Courthouse, Co. Tipperary; or the Bailey Lighthouse, Howth. Increasingly, structures that need to be protected include structures or sites that make a significant contribution to the architectural heritage within their own locality. Examples of these would include modest terraces and timber shopfronts.

LOCAL

These are structures or sites of some vintage that make a contribution to the architectural heritage but may not merit being placed in the RPS separately. Such structures may have lost much of their original fabric.

RECORD ONLY

These are structures or sites that are not deemed to have sufficient presence or inherent architectural or other importance at the time of recording to warrant a higher rating.

General:

The General Field is to be used to provide information that is not included in other fields of the record. Information in the General Field is usually not published. Typically the following information may be included:

- Note confirming how a specific date for the structure has been ascribed.
- Documentary and published references to the structure.
- Web references including from Dictionary of Irish Architects - www.dia.ie
- Notes on the historical ownership or development of the structure or place.
- Transcription of information contained on datestones or memorial plaques.
- Notes on important historic interiors where the building is not in public or civic use. This information should not be shared with anyone other than NIAH staff.
- Instances where Type Classifications are not available in the drop-down menus

2. THE PHOTOGRAPHIC RECORD

Summary

The aim should be to record the visual character of a structure. Consideration must be put into which views are best to capture the character of a structure. The views should complement the Description, Appraisal and Categories of Special Interest, and serve to highlight the architectural heritage merit of the structure. The recorder should, if possible, walk around the entire structure to assess its form before starting to photograph.

The size and complexity of the structure will dictate the number of photographs appropriate to the record. A typical record might include an average of 6 – 10 photographs. A large or complex building will require many more photographs in order to create an adequate photographic record. No less than two shots should be taken of every structure. Features or details referred to in the Description should be photographed. Both river side elevations of bridges should be photographed.

Taking the Photograph

The photography can be divided into the following categories:

- Representative View
- Exterior - Elevation views
- Exterior - Detail views
- Site and context views
- Interior views

Representative View: This should comprise the front elevation of the structure. The Representative View is the most important photograph for the record. It is the image that will be used to identify the structure. It is essential that it is of high quality, taken in optimum conditions, and that the view of the structure is not *unduly* obscured.

Exterior - Elevation views: These views should record the form and composition of each elevation of the structure, including the rear where possible.

Exterior – Detail views: These identify the individual features that contribute to the structure's importance. These can be any number of architectural features: doors, windows, chimneystacks, roof, walls, brickwork or stonework patterns, materials, architectural style, elements of high-quality craftsmanship, carving and stuccowork, mouldings, details of shopfronts, foundry marks, etc. Plaques and other features that convey information about a structure's original function, previous owner, original builder and its evolutionary history are important.

Site and context views: These views should convey the setting of the structure, especially if it contributes architecturally to its surrounding landscape or streetscape. All related structures should be photographed, e.g.,

outbuildings, railings, gateposts, boundaries and coach houses, etc. Where the structure forms part of a larger range of buildings, for example a terrace, at least one photograph of the entire terrace should be taken to provide context for the structure.

Interior views: The Recorder is expected to photograph all interiors of civil and public structures that are open to the public. Occasionally the NIAH will specify interiors of private structures to be recorded and these will be listed in the relevant tender document. Interiors must only be photographed with the permission of the owners/operators. In the case of churches, at least the view towards the altar and the view from the altar to the entrance should be taken. Where the interior is still largely intact, the fittings contributing to the Artistic and Technical Categories of Special Interest should be photographed, for example, galleries, pews, confessional boxes, stained glass and stations, tablets and wall monuments, mosaic work, pulpit and altar, and roof construction if visible.

Notes on technique

- Plan for the optimum photographic conditions
- Photographs must be of a quality acceptable for reproduction on the NIAH website and in the NIAH *Introduction*
- Photographs should be properly framed and focussed with structure in the centre
- Maintain horizontal and vertical lines in buildings
- Avoid excessive amounts of foreground or background in a composition
- Avoid vehicles, overhead cables or modern signage where possible
- Back-lit structures should be metered for using spot or centre-weighted metering options on a camera, to avoid silhouetted results
- Photographs, other than street context views, should never include children
- Photographs should be of a consistent size\ratio (see Technical Requirements below)
- Photographs should not be taken during religious services

Labelling of Photographs

All photographs are labelled with the NIAH registration number and underscored with a second identifying number, the photograph number. The Representative view should always be labelled Registration Number_1 (not _01) – i.e. 50011001_1.jpg. The second photograph is labelled Registration Number _2, and so on. All photographs will also have a text description entered in the NIAH Online Database, e.g. “North Elevation”, “Detail of doorcase to west elevation” etc.

Technical Requirements

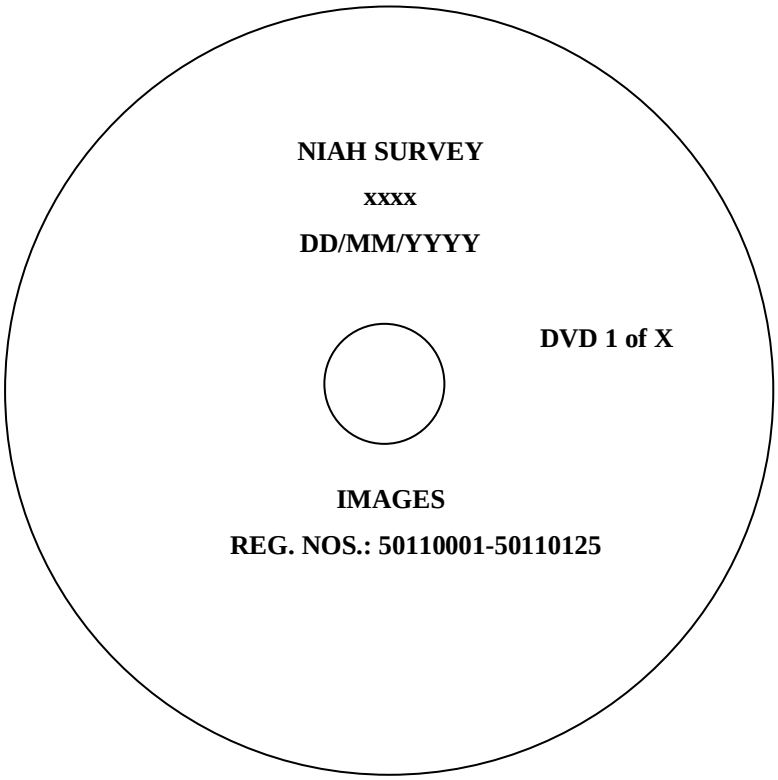
1. **Photograph must to be taken in a 4:3 format (1:33.1).** The NIAH will not accept any photographs that are in non-standard or panoramic formats and will not accept photographs that have been cropped from a non-standard or panoramic format. The Contractor will be instructed to return to sites where photographs are taken in non-standard or panoramic formats.
2. The minimum resolution acceptable by NIAH standards is 6 megapixels, the maximum is 12 megapixels.

- 6 megapixels - 2828 x 2121
- 7 megapixels - 3055 x 2291
- 8 megapixels - 3266 x 2449
- 9 megapixels - 3464 x 2598
- 10 megapixels - 3873 x 2582
- 12 megapixels – 4000 x 3000

3. All recorders must submit sample photographs to the NIAH, taken using the cameras they intend to use for survey, in advance of the survey commencement.
4. Photographs are to be returned in unedited jpeg\jpg format, with no cropping, resizing or adjustments applied.
5. The Contractor will make two electronic copies of the digital survey photographs. One copy will be forwarded to the NIAH immediately upon completion of the survey area in question for the purpose of monitoring the work undertaken. The Contractor will keep the second copy of the survey as a back-up, which should be stored in a secure place.
7. The Contractor will be responsible for the provision of recordable DVDs/CDs for use during the survey. All references DVDs will imply either CD-ROMs or DVDs.
8. All DVDs submitted to the NIAH will use the standardised method of labelling DVDs for photographs as indicated below.

Standardised Method of Labelling DVDs

- The label containing the information, as shown in the example below, will be written in block capitals in permanent ink or typed onto a DVD label to the following format:



3. THE MAP RECORD

Paper Map

- The Contractor will be provided with paper maps. These will be marked by the NIAH with the location of the sites to be recorded.

NIAH Online Mapping Application

- The location of each site will entered by the recorder in the NIAH Online Mapping Application. Sites are to be marked with a single point. A site comprising multiple structures included in a single written record, such as a house and outbuildings, should be marked with a single point.
- The NIAH will provide access to the Online Mapping Application for data entry. Contractors will be required to have a minimum of a 5MB broadband line
- The Online Mapping Application has been developed for use with Google Chrome, but also works with Mozilla Firefox and Internet Explorer.
- The map viewer has been designed for desktop devices. It uses Adobe Flash Player. It is not compatible with many tablet and mobile devices.
- Access to the Online Mapping Application can only be guaranteed during normal working hours (8.30-18.00) Monday to Friday. Outside of these hours there may be occasional downtime to allow for upgrades and maintenance.
- The NIAH will not accept liability for the loss of time in the event of users' internet connectivity outages, and will accordingly not compensate for this time. Without exception, any extra days which will be required to complete data entry to the Online Mapping Application will be at the exclusive expense of the Contractor.

USER'S GUIDE TO NIAH ONLINE MAPPING APPLICATION

Introduction

- Click on the appropriate link to open the NIAH map viewer, or copy and paste the link into the address bar of your browser.
- Log in using your username and password provided.

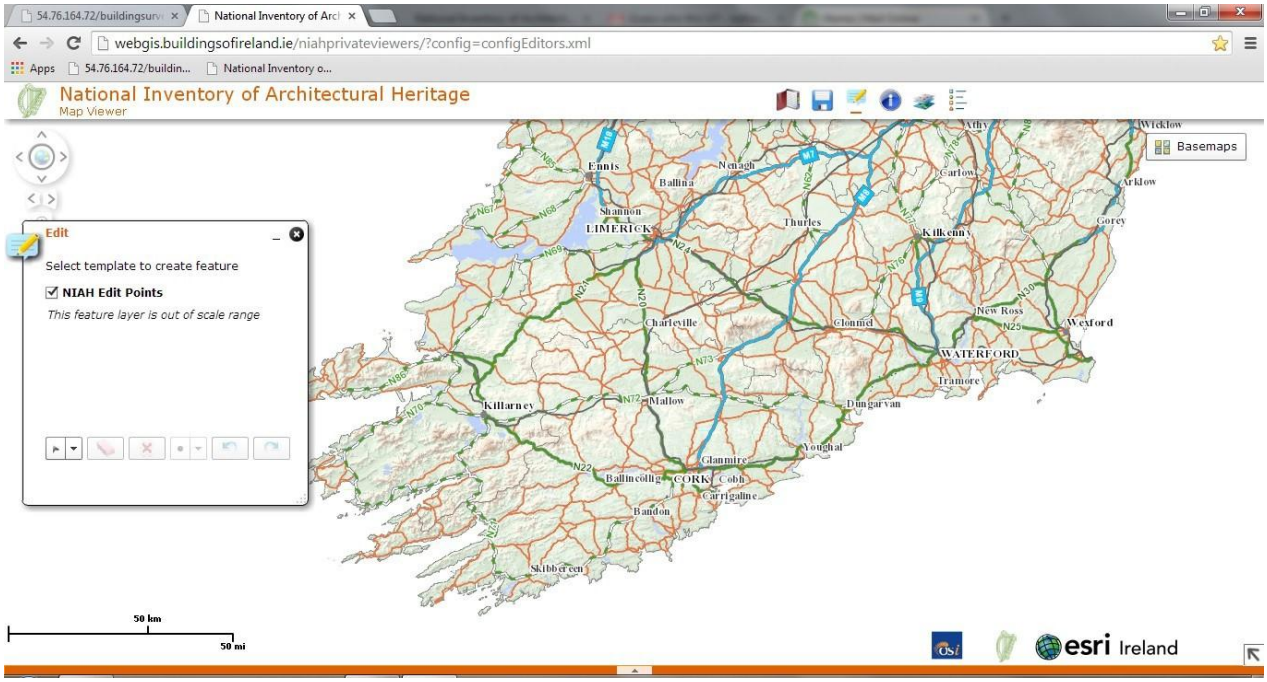


Fig 1: Welcome page

- Pan and zoom to the required part of the map, using your pointer (mouse or trackpad) or the onscreen tools in the upper left corner of the screen.
- If you see the text "The feature layer is out of scale range" on the edit menu, you simply have to zoom in further to view or edit sites.
- The query feature can also be used to move to the desired townland.

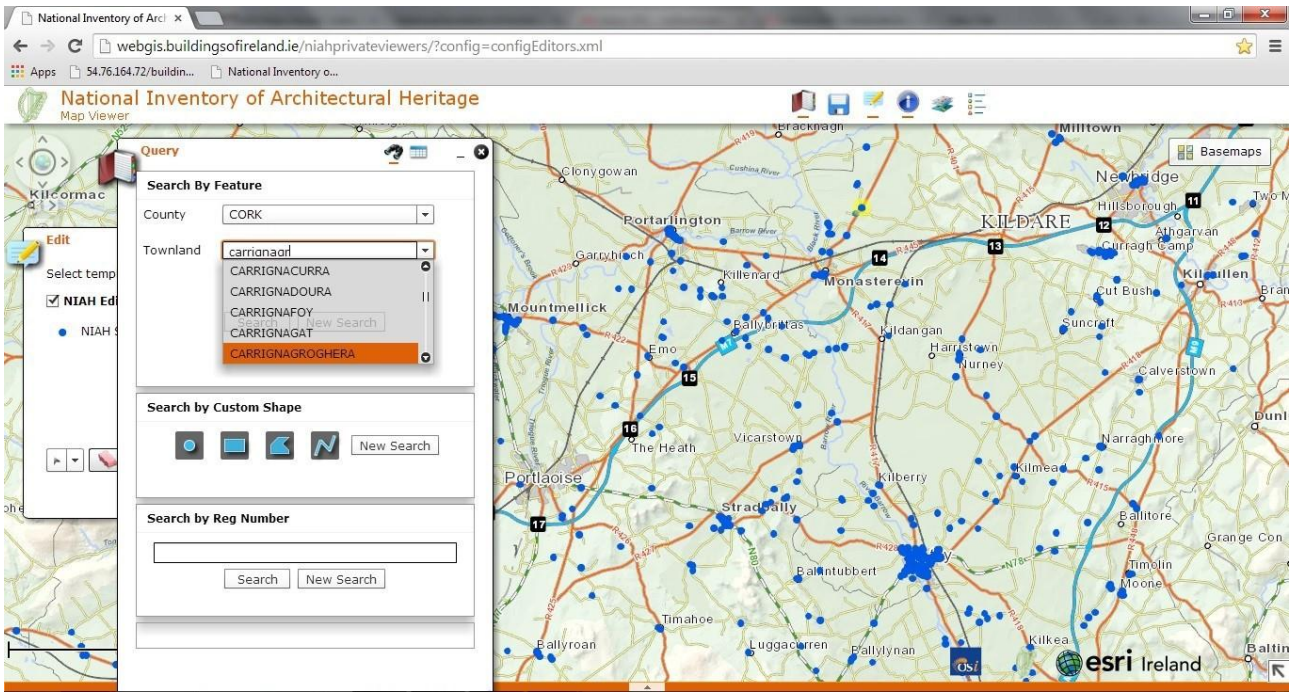


Fig 2: Using townland query to zoom

Adding Sites to the Map

- The Edit menu is used to add sites.
- The pop-up Edit menu appears on the left hand side of the welcome screen (Fig 1).
- If you close it down, click on the Edit button on the task bar (Fig 3) to regenerate it.
- You can move, minimise or resize the pop-up Edit menu window, and the other pop-up windows, using your pointer.

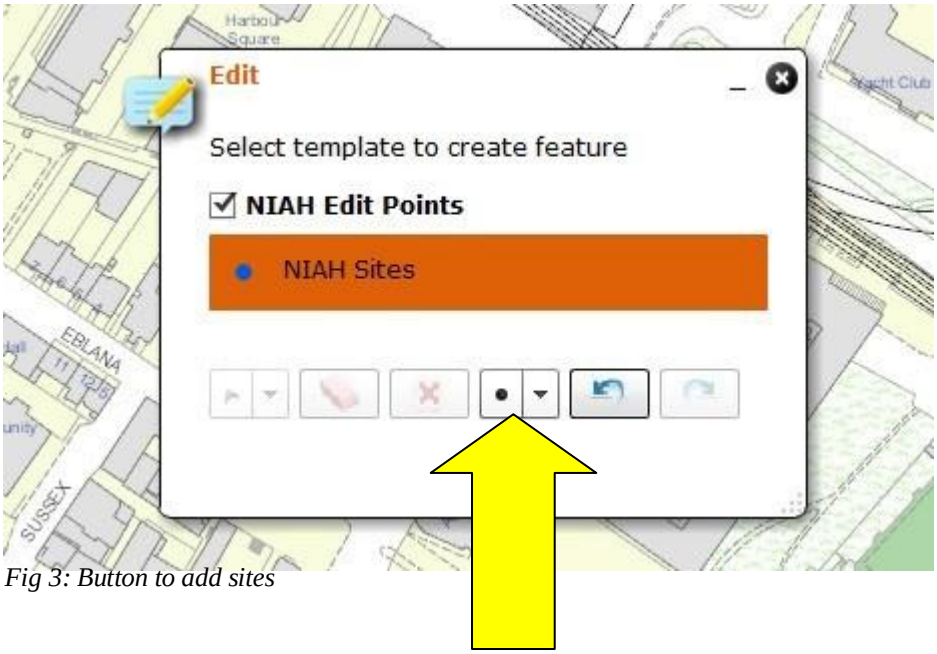


Fig 3: Button to add sites

- Tick the box beside 'NIAH Edit Points' if it is not ticked.
- Select the button 'NIAH Sites' to highlight it as above. This will highlight the correct button (the 'point' button, indicated by the yellow arrow above).
- If this button is 'greyed out' (i.e., if it is not clickable), click on the 'NIAH Sites' button again.

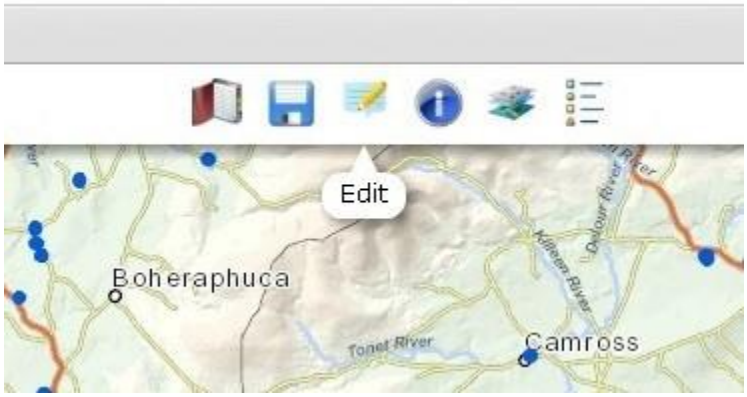


Fig 4: menu items on task bar

- Click on the correct part of the map to add your point. Note that the point will appear at the point of your mouse arrow.
- Paste or type in the registration number in full (not just the site number) and click OK.

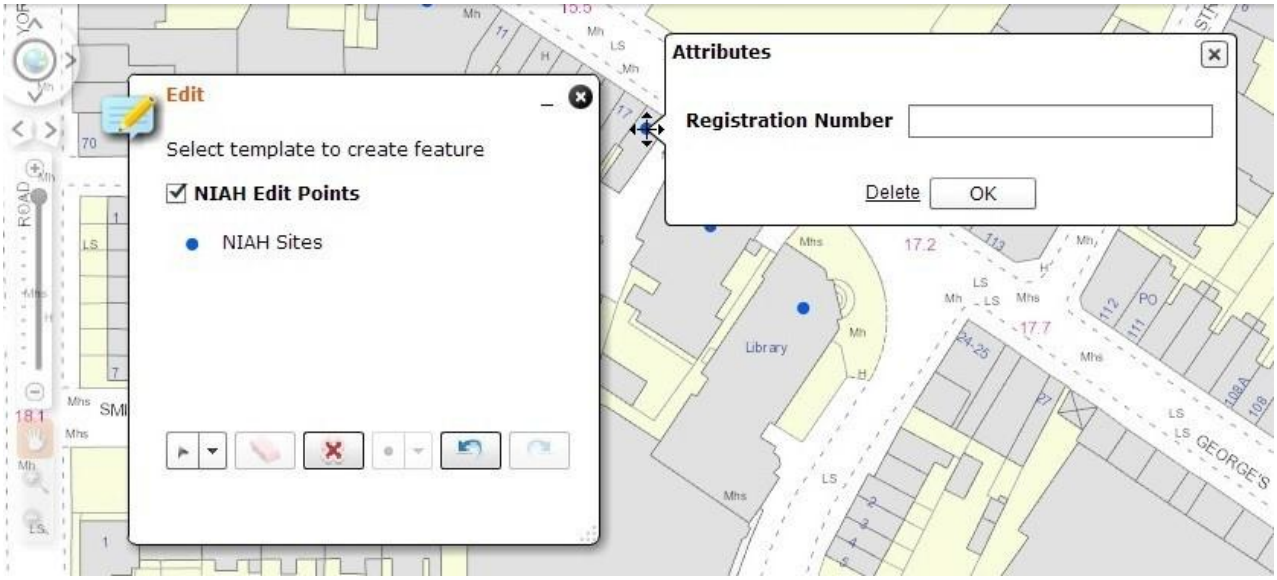


Fig 5: Add registration number

Moving or deleting points

- To reposition a point, simply select, drag and drop with your mouse.
- To delete a point, select it and choose 'delete' from the attributes pop out, or the delete button from the Edit menu.
- To delete multiple points at once, use the 'select features by drawing a rectangle' function (the highlighted button below) and then delete them.
- Alternatively, points can be selected from the attribute table (for this, see next page).

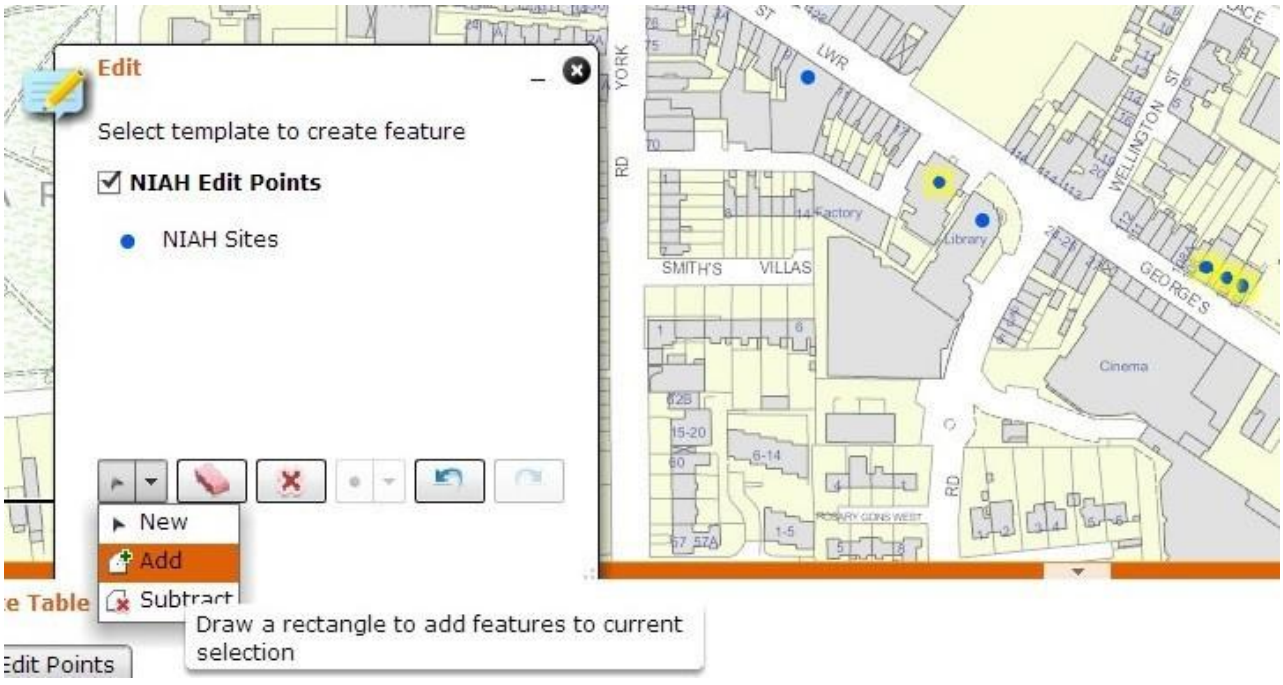


Fig 6: This function selects features to be deleted

Useful Features

Attribute Table

- The attribute table for the sites shown onscreen can be pulled up using the arrow in the middle of the bar at the bottom of the page.
- Highlighting a site on the map highlights the corresponding entry in the table, and vice versa.
- Multiple sites on the attribute table can be selected by holding down the shift key or control key.
- The table gives details including registration number, who created and edited the site, and when.

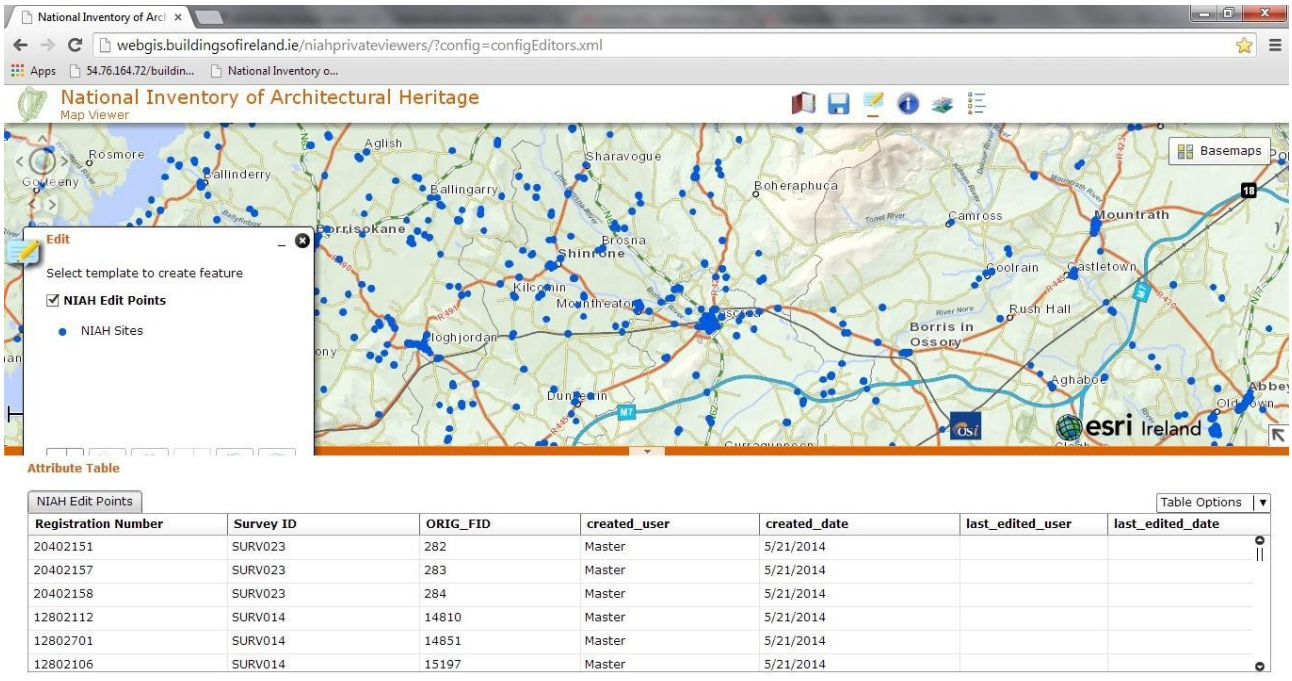


Fig 7: NIAH sites with attribute table

Map Backgrounds

- Available basemaps include Historic 6 inch map, aerial map, or OSI map. As with the OSI maps online, the slider can be used to toggle between maps.

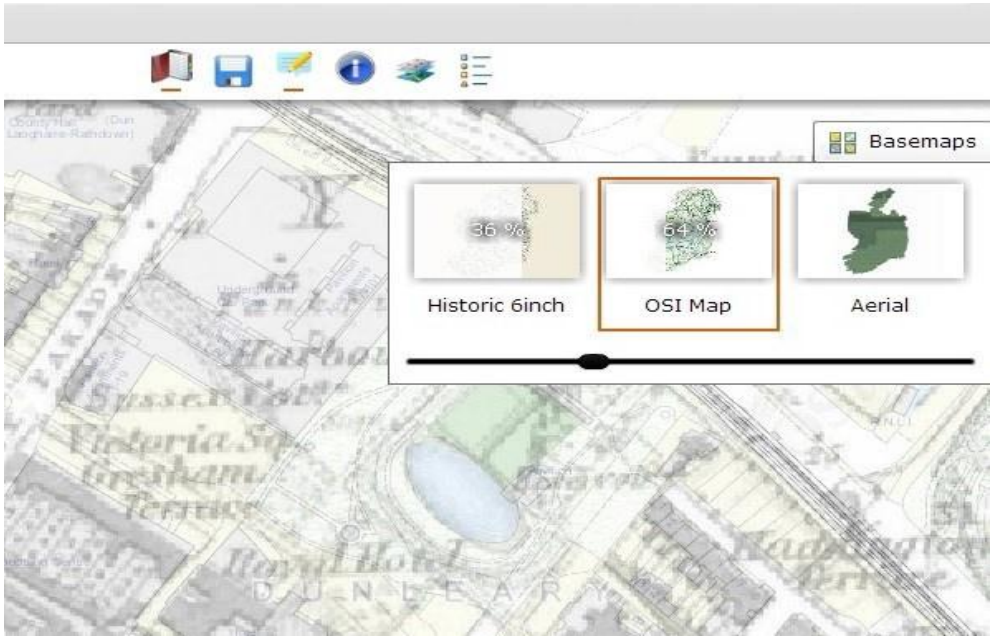


Fig 8: elision of historic and modern map

Query Function

- The query function allows the user to search published records by townland, by selecting an area of the map, or by registration number.
- Note, it will return published records that are available on the www.buildingsofireland.ie website, not recently entered site points.

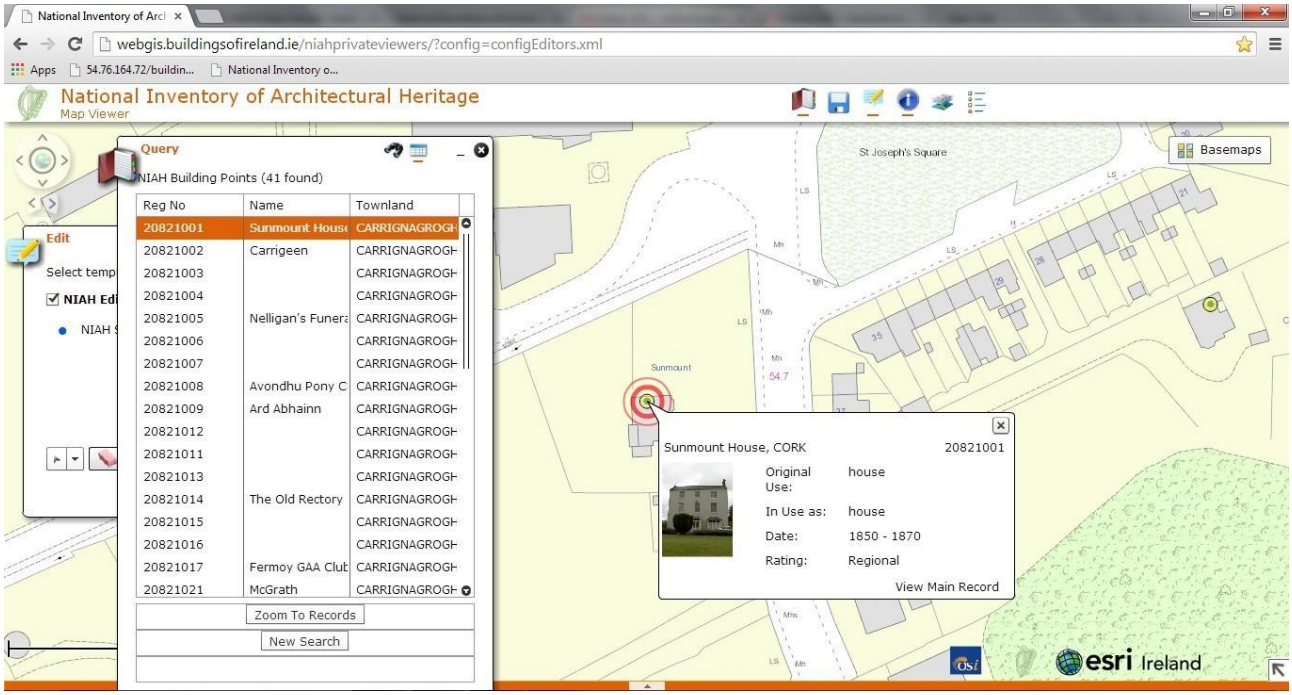


Fig 9: Query result for search by townland

APPENDIX A - Guidelines for Authorised Officers acting on behalf of the NIAH

Under Section 3(1) of the *Architectural Heritage (National Inventory) and Historic Monuments (Miscellaneous Provisions) Act 1999* the Minister for Culture, Heritage and the Gaeltacht or an authorised officer of the Minister can appoint persons as authorised officers. All those employed by, or under contract to the NIAH, will be designated as authorised officers for the period when they are working on its behalf.

These guidelines set out the procedures and behaviour to be followed by authorised officers during site visits on behalf of the Department on NIAH business. These should be read as an addition to the procedures set out in the NIAH Handbook.

Identification: Officers inevitably will arouse worry / suspicion / interest / curiosity. This is particularly the case when entering private property. The majority of complaints received by the NIAH has been from members of the public who were unsure or unaware as to what was being undertaken.

All authorised officers will be supplied with an ID card and copies of letters of introduction from the NIAH. The letter of introduction will contain the contact details for NIAH staff responsible for the particular survey /and contact details of a local authority official who is aware of the survey.

The ID card should be prominently and obviously worn and immediately presented when introducing oneself. No one should have to ask to see the ID card.

Before making a record, an officer should call to introduce themselves and. a copy of the letter of introduction should be given to the occupant. If no one is there, the record should be made and a copy of the letter of introduction left for the owner / occupier.

Dress: While recognising that the work is out of doors under varying weather conditions, officers should, at all times, be neatly and cleanly dressed.
Clothing should be such as not to give offence.
Clothing should not have slogans or messages of a political or offensive nature.

Photography: Officers need to be aware of the particular concerns in relation to the photography of children.

No photography should be undertaken at any site where there are children, without having first spoken to a responsible adult.
Photographs should not include children.

Argument: An officer is not expected to get into an argument with members of the public as to the rights and wrongs of the survey or any other matter. In the event of a disagreement, they should be immediately given a copy of the letter of introduction, if they have not already received it, and asked to contact the NIAH officer responsible for the survey.

APPENDIX B - PREFERRED TERMS

Below is a list of preferred NIAH terms and their spelling that should be used when compiling a record. These preferred terms take precedence over any other published source and any terms or phrases in common usage.

The *Penguin Dictionary of Architecture and Landscape Architecture* should be used for all other descriptive terms.

HYPHENATION	**ONE WORD**	**TWO WORDS**
barrel-roofed	bargeboards	barn style (church)
barrel-vaulted	bellcote	barrel roof
block-and-start	benchmark	box bay
cast-iron	carpark	broken apex
copper-clad	chimneystacks	broken bed
copper-roofed	clapboarding	canted bay
corner-sited	cutwaters	carriage arch
corrugated-iron	disused	chimney pot
crow-stepped	doorcase	coach house
direct-entry	farmhouse	copper roof
double-arch	farmyard	corner site
double-gabled	freestanding	corn mill
double-height	graveyard	coursed rubble
double-pile	hayshed	court house
double-span	humpback [bridge]	cut stone/granite/sandstone
elliptical-headed	keystone	depressed arch
end-of-terrace	millrace	dormer window
flat-roofed	outbuilding	Edwardian/Georgian/Gothic style
two/three/four-arch	outhouse	farm building
two/three/four-stage	pebbledash	gable end
full-height	platband	gate lodge
full-width	pubfront	Gibbsian surround
gable-fronted	rear **not** rere	Gothic Revival
in-situ	rebuilt	grave marker
lean-to	refenestrated	group of three
lime-washed	refitted	hammer dressed
lobby-entry	refronted	half dormer
L-plan	remodelled	hipped roof
M-profile	renovated	lancet arch
mud-walled	reorientated	mansard roof
multiple-arch	reroofed	nap render
multiple-bay	roughcast **not** harled; roughdash;	pitched roof

neo-Classical	wetdash; or wetcast	pointed arch
neo-Elizabethan/Romanesque	sawtooth	post box
ogee-headed	shopfront	rainwater goods
part-raised basement	sill **not** cill	ridge cresting
purpose-built	skylight/rooflight	ridge tile
rock-faced	stableyard	screen wall
round-arched	whitewashed	stable block
round-headed		string course
segmental-arched		terrace of four
segmental-headed		water pump
semi-circular		
semi-detached		
single-arch		
single-bay **not** one-bay		
single-cell		
single-pitched **not** mono-pitched		
single-span		
single-storey		
split-level		
square-headed		
square-profile		
tie-plate		
T-plan		
triple-arch		
T-shaped		
two-storey		
U-cutwater		
U-plan		
V-cutwater		
V-section		
wall-mounted		
water wheel		
wrought-iron		

1. The use of punctuation is restricted to the formats set out by the NIAH. The use of colons and semi-colons is to be avoided where possible. Full stops are used to keep sentences short, concise and to the point. Above all the reader should have a clear understanding of what is being written.

2. Dates entered in the summary description should have a comma directly before ‘built’ and directly after the date, i.e., ‘Terraced two-bay two-storey house**,** built c. 1850**,** now in use as retail outlet’ and ‘house, built 1824.’
3. Wording should not be coded. For example, ‘CI RWG’ is not an acceptable substitute for ‘cast-iron rain water goods’; ‘GF’ is not acceptable for ground floor; ‘FF’ for first floor, etc.
4. ‘Ope(s)’ is a technical shorthand and should not appear in the text.
5. ‘Slate’ is understood to refer to natural slate.
6. ‘uPVC’ is to be used, **not** plastic or PVC.
7. ‘Gothic Revival’ is the preferred term as opposed to ‘Neo-Gothic’.
8. 'Left-hand side' and 'right-hand side' are **not** to be used. Compass co-ordinates are to be entered, e.g., 'outbuilding attached to north gable', and 'three-storey wing attached to south-east'.
9. ‘1870s’ not ‘1870’s’.
10. A carriage arch that is incorporated into a terraced house is ‘an integral carriage arch’. ‘Stage’ rather than ‘storey’ is to be used for describing a tower, e.g. ‘four-stage tower’.
11. A hyphen is **not** to be used in the following context: ‘The twentieth century followed the nineteenth century.’ A hyphen **is** to be used in the following context: ‘A twentieth-century window may be constructed of metal.’
12. The phrase ‘ruled and lined’ should be used rather than ‘block-marked’.
13. The term ‘-headed’ should be used in place of ‘-arched’, for instance round-headed rather than round-arched.
14. When describing windows the term ‘…-over-…’ should be used in place of ‘…-above-…’, for instance ‘six-over-six sliding sash’ rather than ‘six-above-six…’

APPENDIX C- WORK PROGRESS REPORT

SURVEY AREA: **NAME**

DATE: **DD/MM/YYYY**

SURVEY AREA	NUMBER OF STRUCTURES IDENTIFIED	NUMBER OF STRUCTURES RECORDED	NUMBER OF STRUCTURES INPUTTED

APPENDIX D - SITE ACCESS REPORT

PERIOD COVERED: **DD/MM/YYYY – DD/MM/YYYY**

DATE: **DD/MM/YYYY**

NAME/ADDRESS	**OSI MAP SHEET REGISTRATION NUMBER**	**IMAGE (YES/NO)**	**REASON**	**ACTION TAKEN/REQUIRED CONTACT DETAILS SUPPLIED DATE PROPOSED FOR REVISIT(S)**	**RECORDER NAME DATE**
Ms. A. Citizen, 45 Kevin Street, Dublin 8	OS 3263-15 [Site Number]	YES	Owner not available to allow permission for recording; Recorder spoke with representative who passed on contact details; owner to return by XXXX	Recorder left Letter of Introduction with representative with notification to telephone (XXXX) after DD.MM.YYYY to arrange appointment	AB DD/MM/YYYY
Mr. A. Citizen, 22 Wexford Street, Dublin 2	OS 3263-20 [Site Number]	NO	Owner asked NIAH to telephone to make an appointment; telephone number XXXX	Owner available Monday to Wednesday after 3pm	YZ DD/MM/YYYY

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1. Quick start guide (for experienced users)

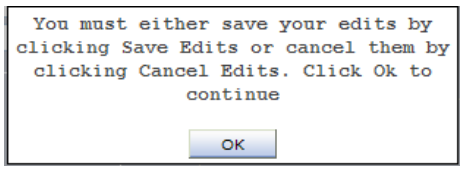
1. Open the webpage http://gis.buildingsofireland.ie/niahnew/UserLogin.aspx

2. Log on using your user name and password supplied by the NIAH. (These are both case sensitive, and must be inputted exactly as supplied by NIAH.)

3. Select and open the survey you want to work on from the drop down list.

4. You can use the filter function to show only certain records – for example, only records in a certain townland, or only records that require rework. Feel free to explore this function, as all filters are temporary. The default is no filter. See below for more on filters.

5. When the database is open, there are 9 buttons at the bottom of the page. These allow you to create a new record, edit or delete an existing record, and to save or cancel your edits. You must save or cancel edits before moving onto another record, or logging out – you will be prompted to save (or cancel) if you attempt to navigate away from the page without saving. If you choose to cancel edits, this will cancel all changes and additions you made since you last saved your work.



WARNING! If you use the browser buttons, search engine, or address bar to navigate away from the page, you will not be prompted to save, and will lose any work in progress.

6. When the database is open, there are 6 tabs at the top of the page. The first one, 'Summary' displays the information you enter on the other pages, and is useful for reviewing your work. The other pages (Location, Classification, Appraisal, Photos, and General) should be filled in as per the handbook for recorders.

7. Some fields may require more than one entry – these are townland, map, classification and photos. A record may have more than one townland or mapsheet, and always has at least two classifications ('original use' and 'in use as') and two photos (representative and site context) at a minimum. These fields therefore have 'insert' buttons , which must be pressed to add the data to the database.

8. All records have a 'status'. There are 4 different statuses (all colour coded):

- edit (being edited by the recorder, orange bar)
- ready for review (recorder has finished creating, editing and reviewing record, and is 'handing it over' to the NIAH, light blue bar)
- accepted (NIAH has reviewed the record and accepted it, green bar)
- required rework (NIAH has reviewed the record and has queries, or is unsatisfied with it, and is returning it to the recorder, red bar)

A recorder can only edit records if the status is 'edit' or 'required rework'. A recorder can only change the status of a record to 'ready for review'.

Note: when you create a new record, its status is 'edit'. When you are satisfied that it is ready for the NIAH, click the 'edit this record' button (if you haven't already), then tick the ready for review button, and then click on 'save edits'.
NOTE: changing the status of a record is a form of editing the record, therefore you must be in edit mode to do so, and you must save your changes after.

2. The online database

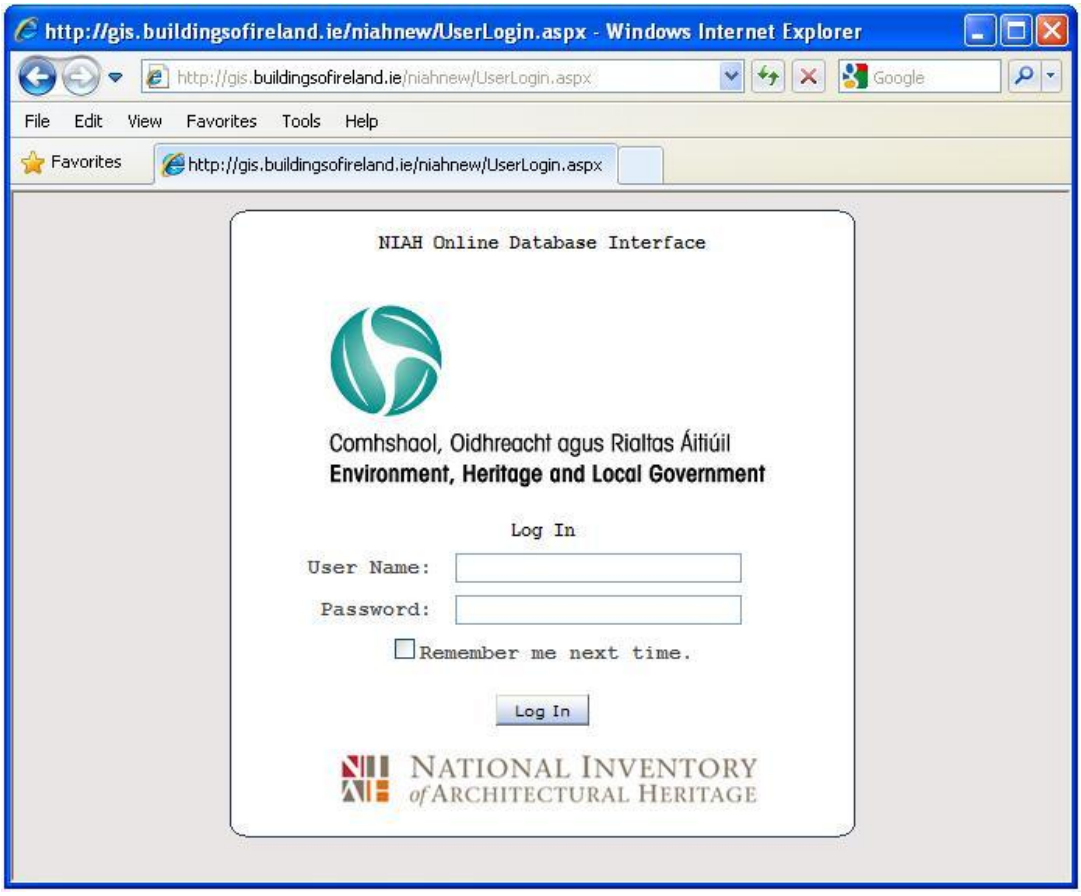
Different people will have different levels of access, depending on what survey they are working on and what their role in the survey is. Some people will be given browsing access only, and will not be able to create or edit records.

3. Getting started

This user's guide is designed to be used by people who have basic knowledge of computers. If you are familiar with computers, and are used to online databases, (for example, those used for booking flights) you may find that the quick start guide is sufficient.

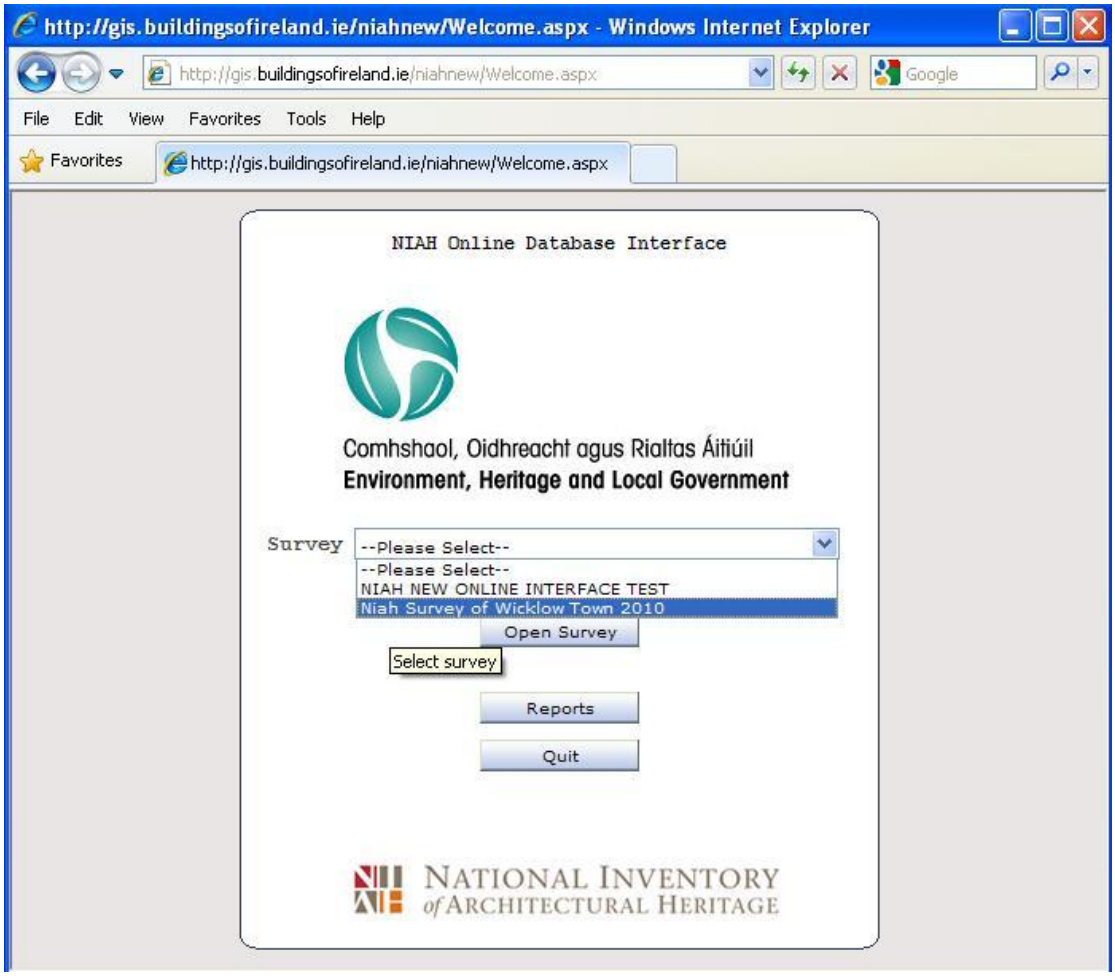
Open your internet browser. The database has been designed to work with Internet Explorer. It may work with other browsers also, for example Firefox, but it will not display as well.

Type or paste the address into the address bar at the top of the page.
http://gis.buildingsofireland.ie/niahnew/UserLogin.aspx

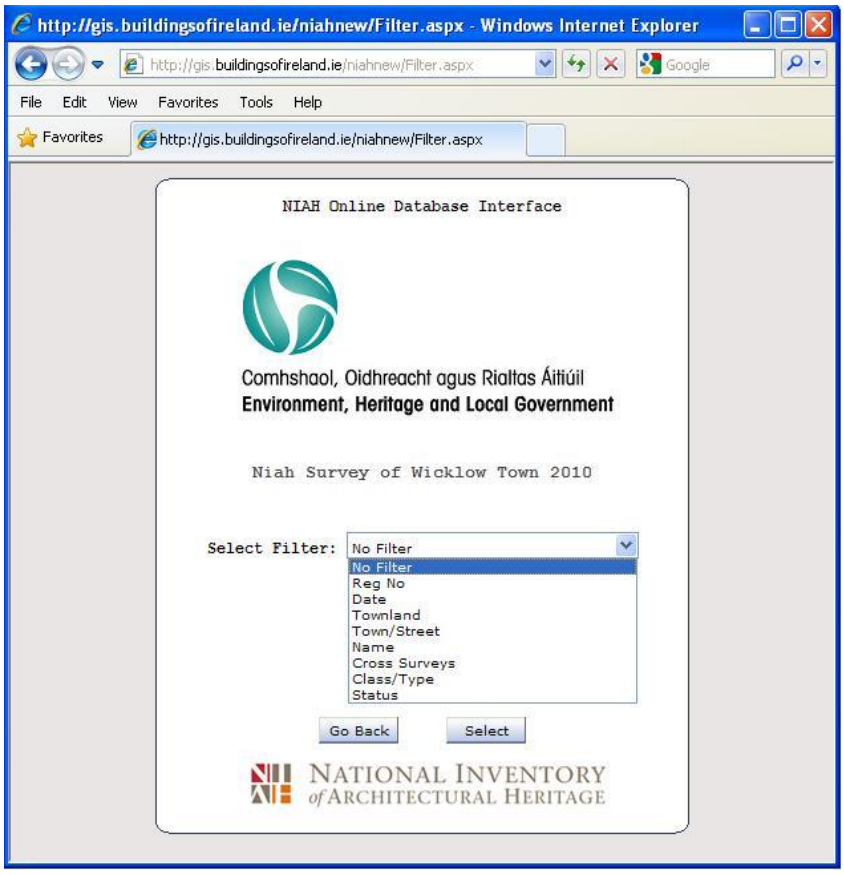


Type your user name and password (both supplied by NIAH) into the boxes provided. Both the user name and password are case sensitive. If there are capital letters in your username and/or password, you must type them in as capitals. If you get the error message 'Invalid Username/password' make sure you do not have the Caps Lock button on your keyboard pressed.

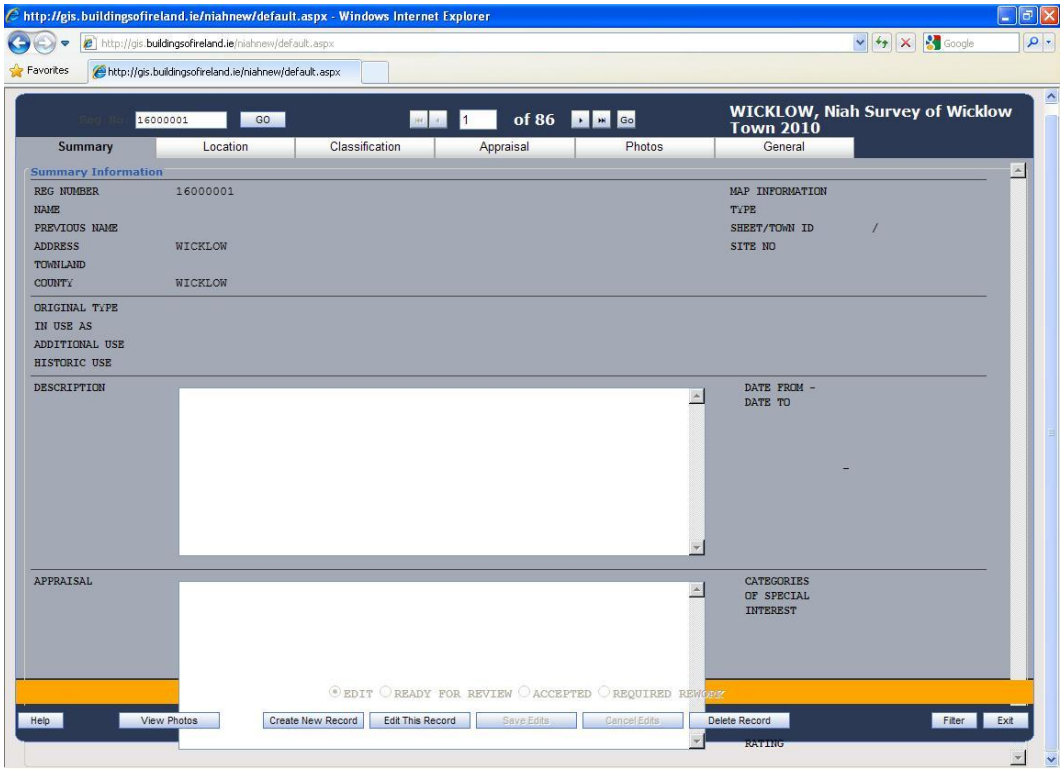
Use your pointer (your mouse, or your trackpad) to click on the Log In button OR hit the return key ⏎ on your keyboard. This will bring you to the "select survey" screen.



Use your pointer to select the survey you want to work on from the drop down list in the centre of the page. Click on the Open Survey button. (The Reports function is dealt with separately, later on). This takes you to the "filter" screen.



'No Filter' is the default. You can select a filter from the drop down list. This is useful if you have created a lot of records, and want to see certain records only, or to search for a particular record. For now, No Filter is fine. Select it and use your pointer to click on the 'Select' button.
You have now opened the database.

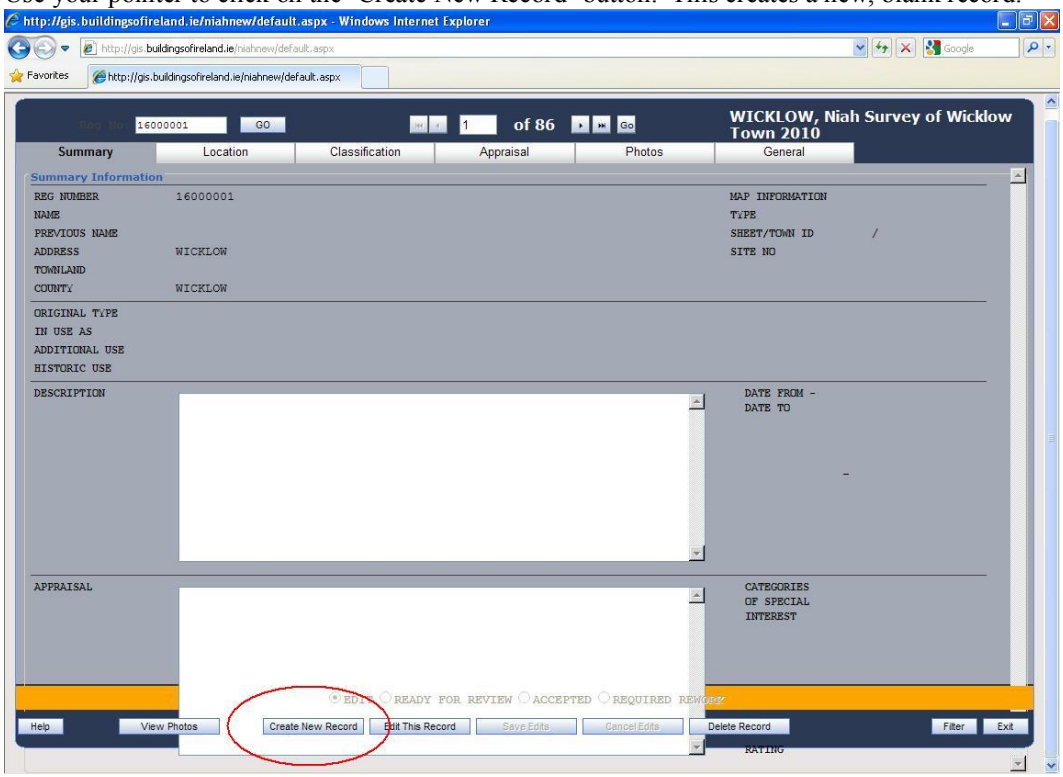


You are now ready to create a new record, or delete, edit or find existing records. When you are finished, use the ‘exit’ button at the bottom right hand corner to log off.

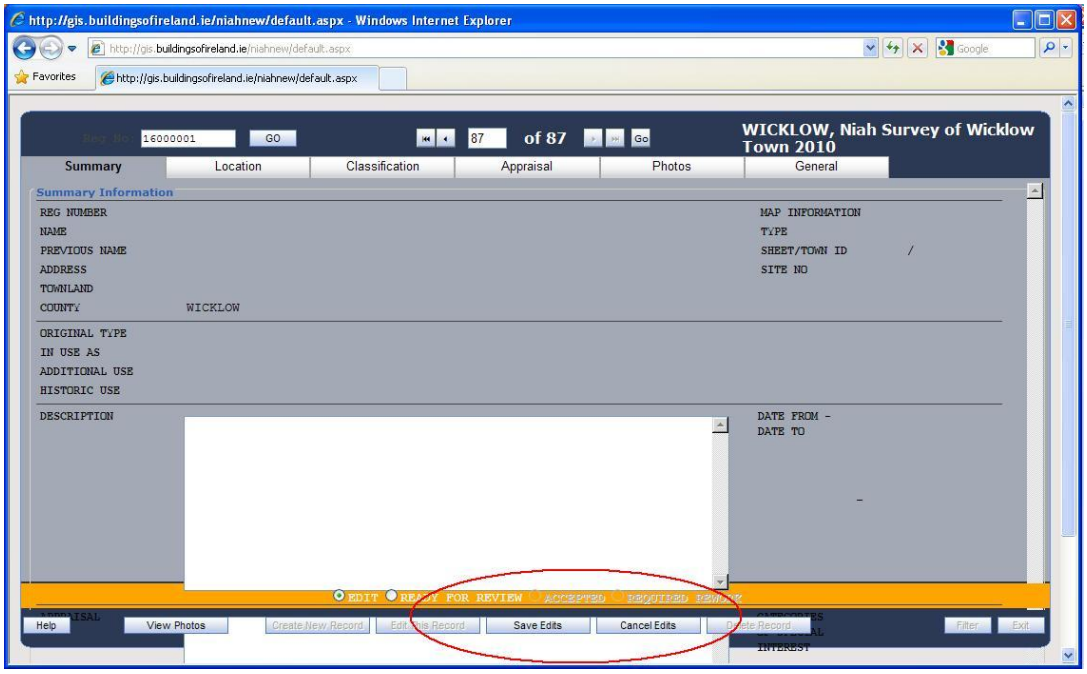
4. Creating a record

There are several buttons at the bottom of the screen, (Create New Record, Edit This Record, Save Edits, Cancel Edits, Delete Record).

Use your pointer to click on the 'Create New Record' button. This creates a new, blank record.



You may notice that not all the buttons at the bottom are 'live' all the time, depending on what you are doing. This is because you can only work on one record at a time. While you are editing one record, you cannot create or edit another. You must save or cancel your edits before moving on (see below, saving or cancelling edits).



You will notice that there are 6 headings, or tabs, near the top of the page, labelled Summary, Location, Classification, Appraisal, Photos, and General. These are dealt with in turn below.

4.1. Summary Tab

The Summary page shows the information entered into the Location, Classification and Appraisal pages all on one page. This is useful for reviewing your work. Note that you cannot type or edit on the summary page – it is updated when you save the changes to the other pages.

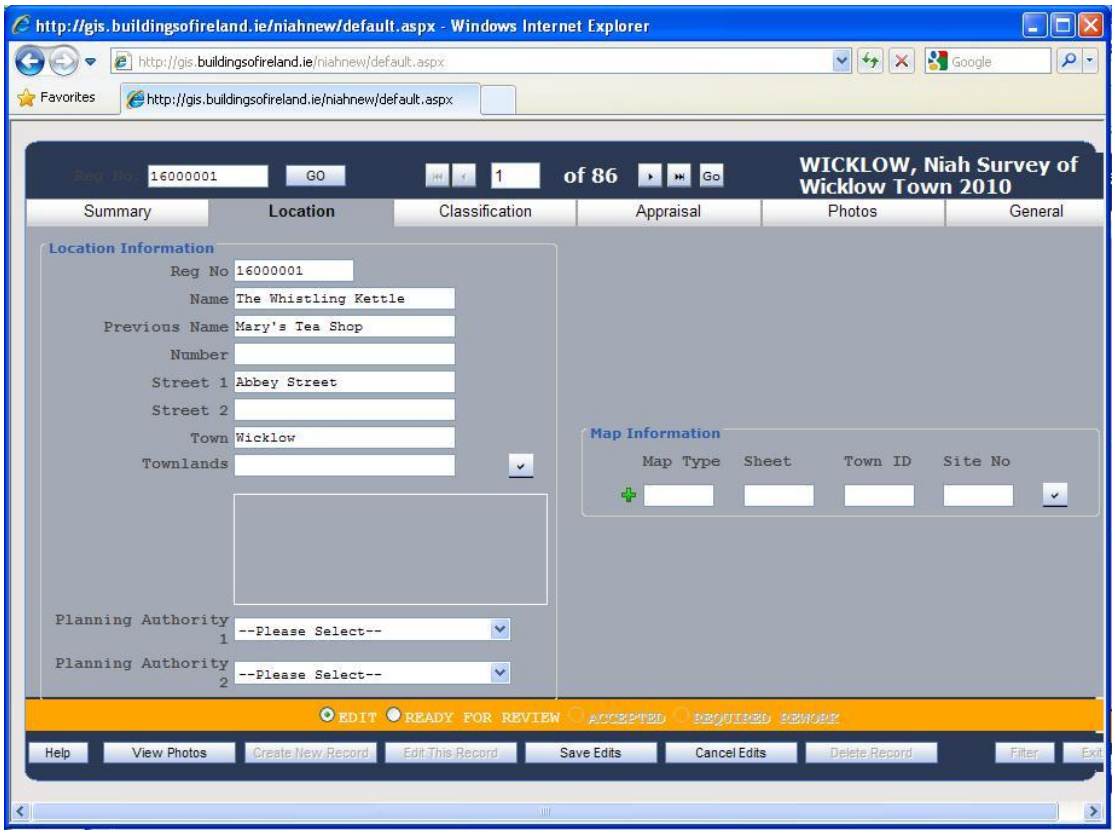
4.2. Location Tab

This should contain all the location information for the record.

4.2.1. Reg no.

You must enter a valid unique 8-digit registration number in the Reg No box. If you are making a test record, use [insert test sequence numbers here]. This is to avoid accidently picking a real number from another county, town or mapsheet, as all registration numbers must be unique.

Use your pointer or tab key to move the cursor through each field in the location page, (name, previous name, etc) and type or paste in text as appropriate.



4.2.2. Townlands

Type the first few letters of the townland name. This generates a list. (You may have to wait a moment.)

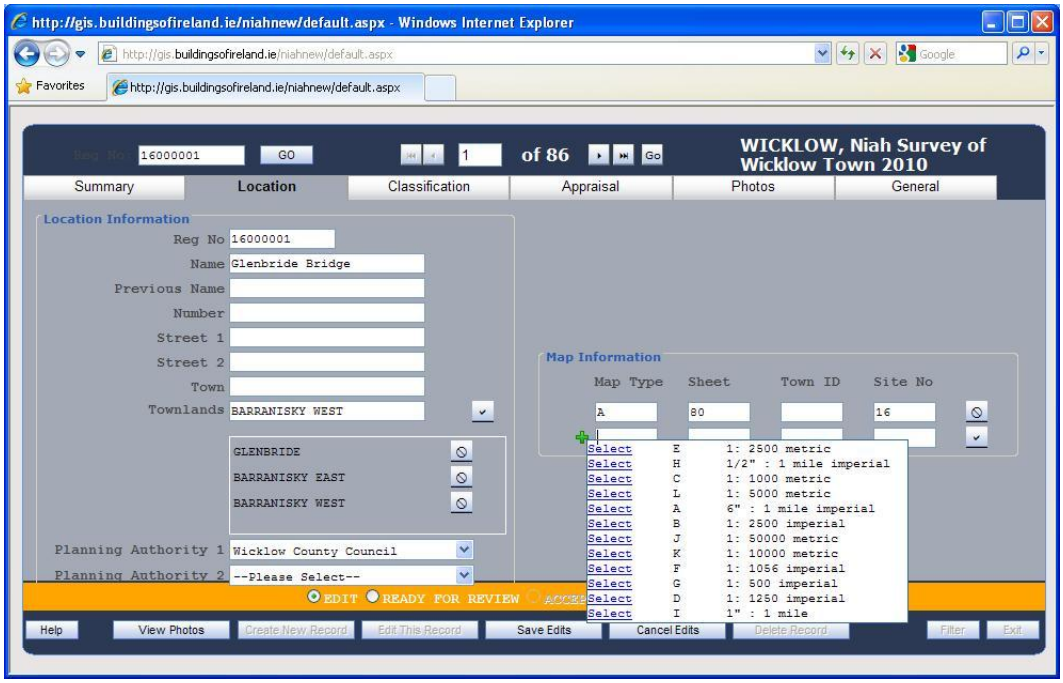
Use your pointer to select the correct townland, then click on the insert button beside it to insert. (You can also use your arrow keys, tab key, and return key to do this). The name of the townland will appear in the box below. Repeat as necessary for records with more than one townland (for example, bridges between two townlands).

4.2.3. Planning Authority 1 and 2

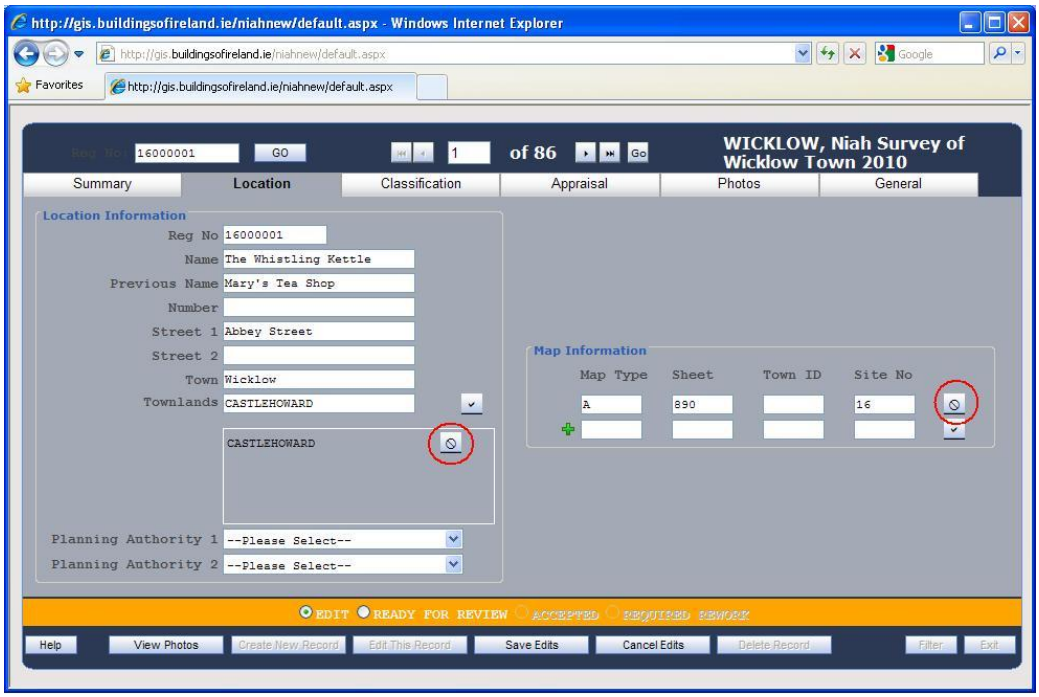
Select the relevant planning authority from the drop-down list.
If the record straddles two planning authorities (for example, a bridge between two counties) select the second planning authority from this drop-down list. Otherwise, ignore it.

4.2.4. Map Information

Select the correct map type from the drop-down list. Type in the sheet number, Town ID number (if applicable) and site number. Click on insert button at the end of the row. Repeat as necessary for records which straddle mapsheets.



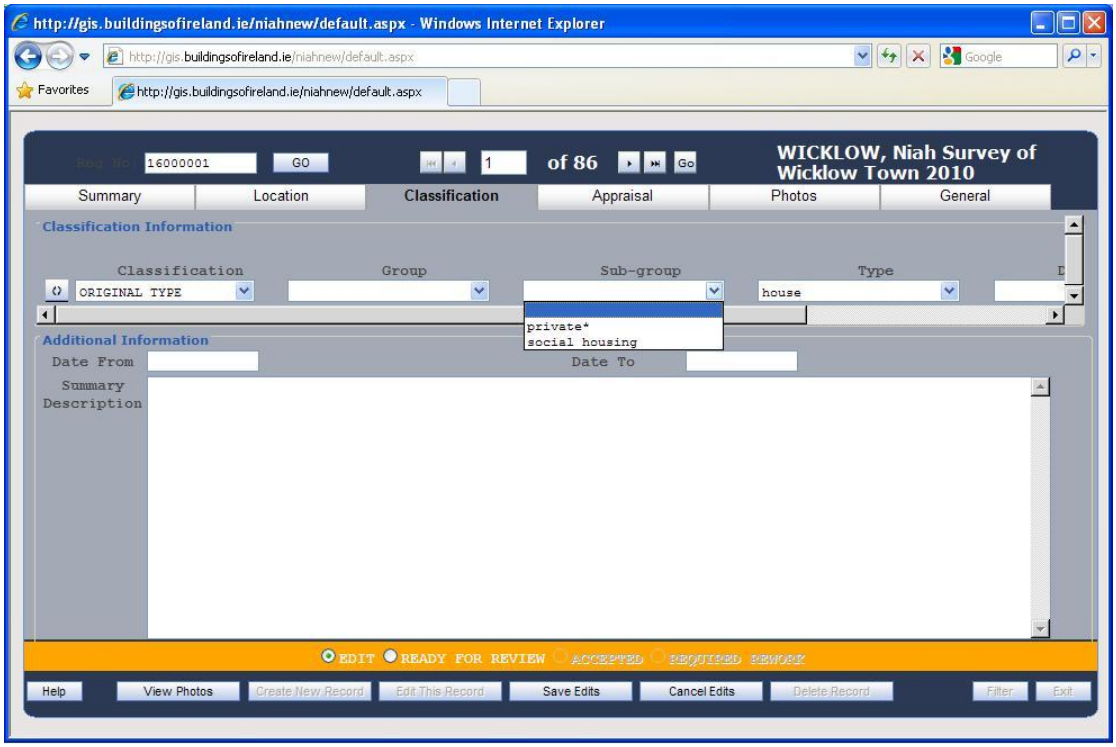
Once a value is inserted, the insert button is replaced by the delete button . If you make a mistake, delete the value and insert the correct one.



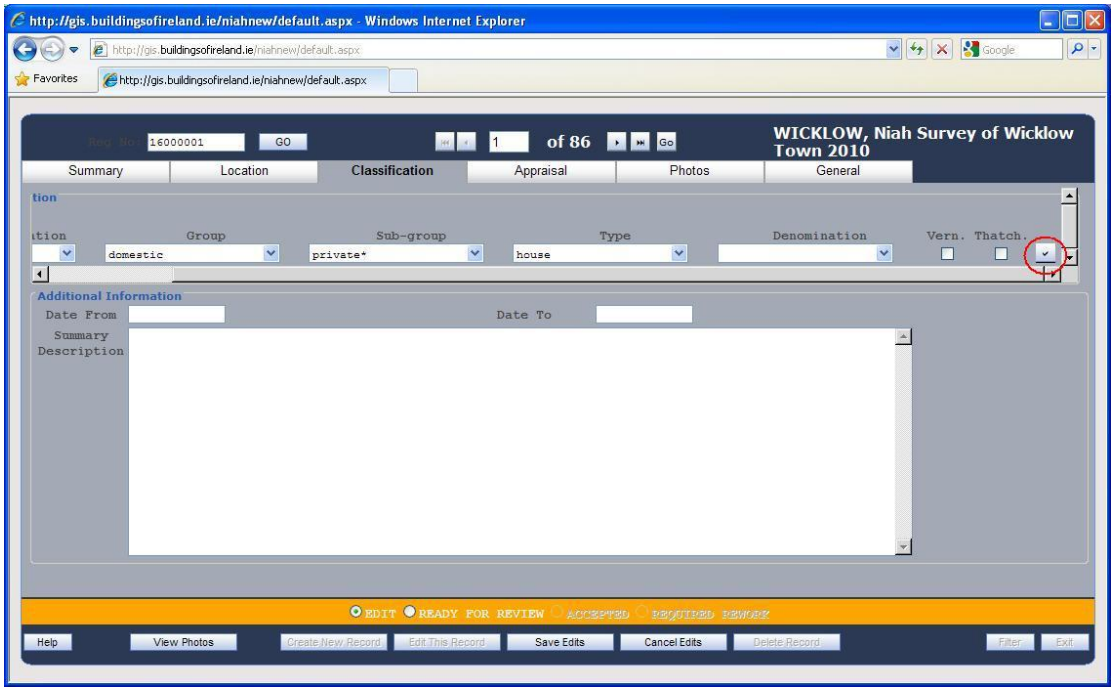
4.3. Classification Tab

4.3.1. Classification Information

Choose the classification, group, sub-group, and type (and where applicable, denomination) from the drop-down lists. It is easiest to pick the type first, as this will shorten the list for the group and sub-group.



You may have to use the scroll bar to be able to see the insert button on the far right.

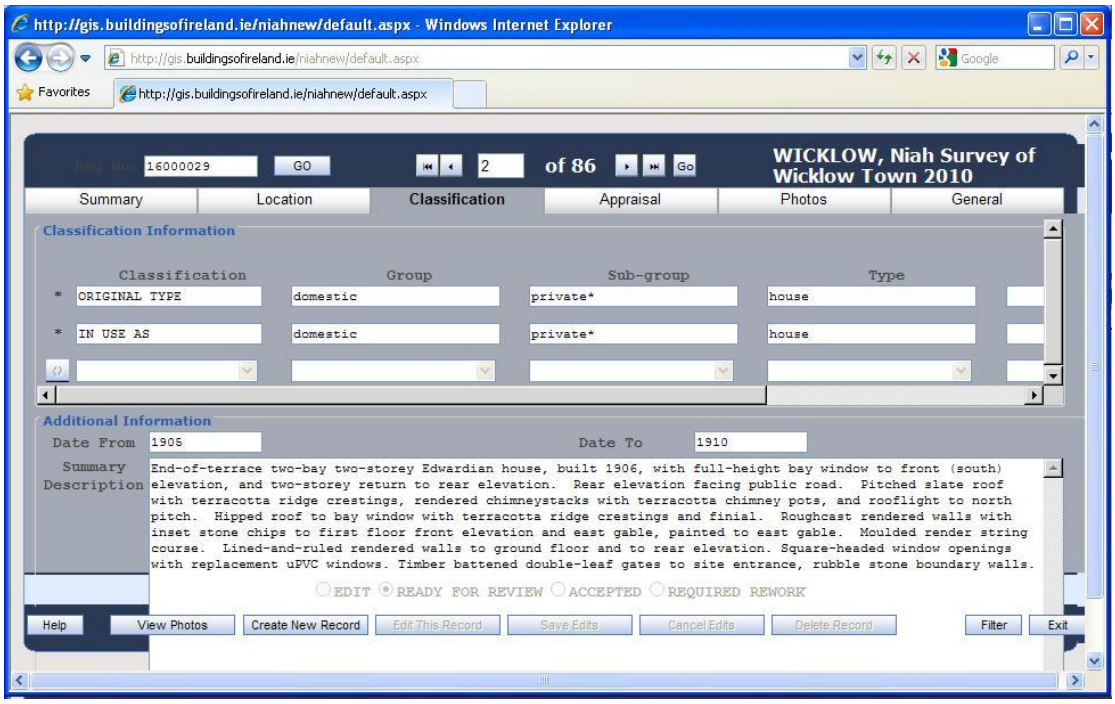


If you make a mistake BEFORE clicking the insert button, click on the refresh button on the left-hand side.

If you make a mistake AFTER clicking the insert button, click on the delete button that appears instead of it.

4.3.2. Dates

Add the dates as per the handbook.



4.3.3. Summary Description

Write the summary description as per the handbook. It is recommended that you write the summary description into a word document or other text document, and then copy and paste it into the online database. This has several benefits:
You can spell check it.
You do not need to be online.
There is no risk of losing your work from the connection timing out.

4.4. Appraisal Tab

4.4.1. Appraisal field

Like with the description field, you may find it beneficial to write the appraisal into a word document, and then copy and paste it into the online database.

4.4.2. Rating

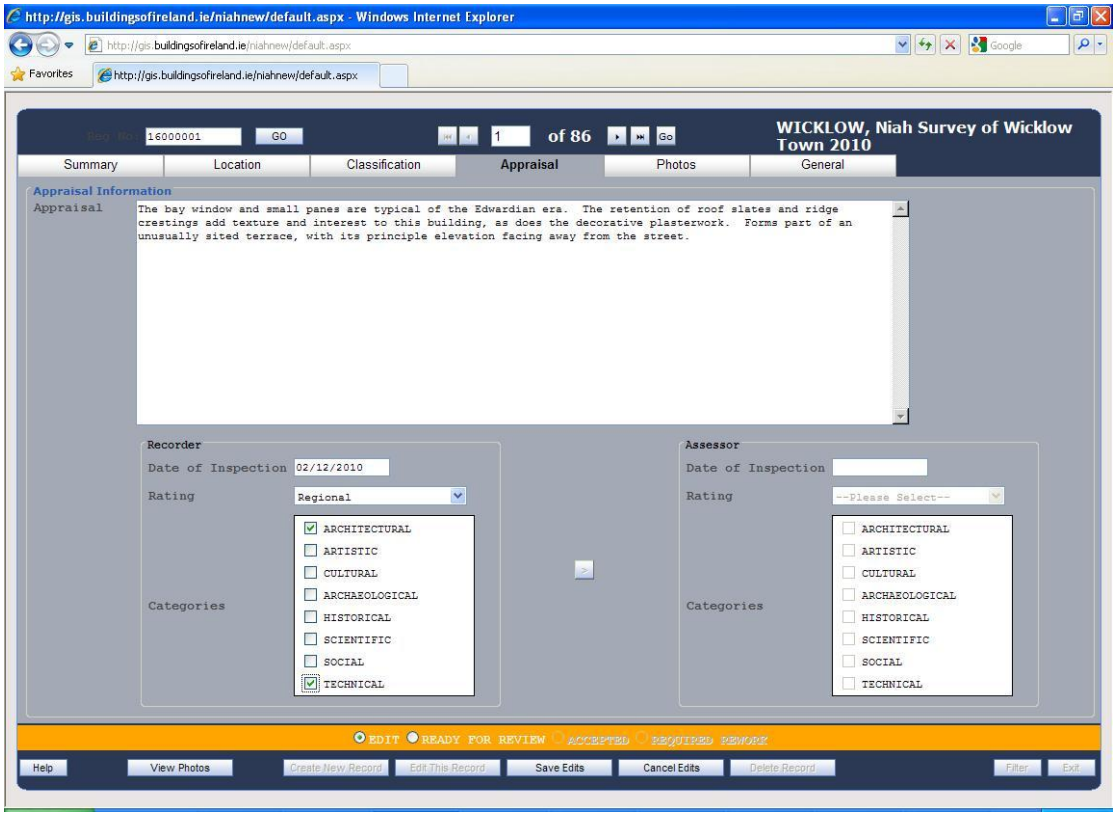
Select the appropriate rating from the drop down list.

4.4.3. Categories of Special Interest

Add the categories of special interest by ticking those which apply.

4.4.4. Date of Inspection

Add the date of inspection. You can type or paste the date in the correct format (DD/MM/YYYY) or select the date from the pop-out calendar.



4.5. Photos

Add the photo information and press the insert button onscreen. You can use your pointer, or use the tab and return keys on your keyboard.

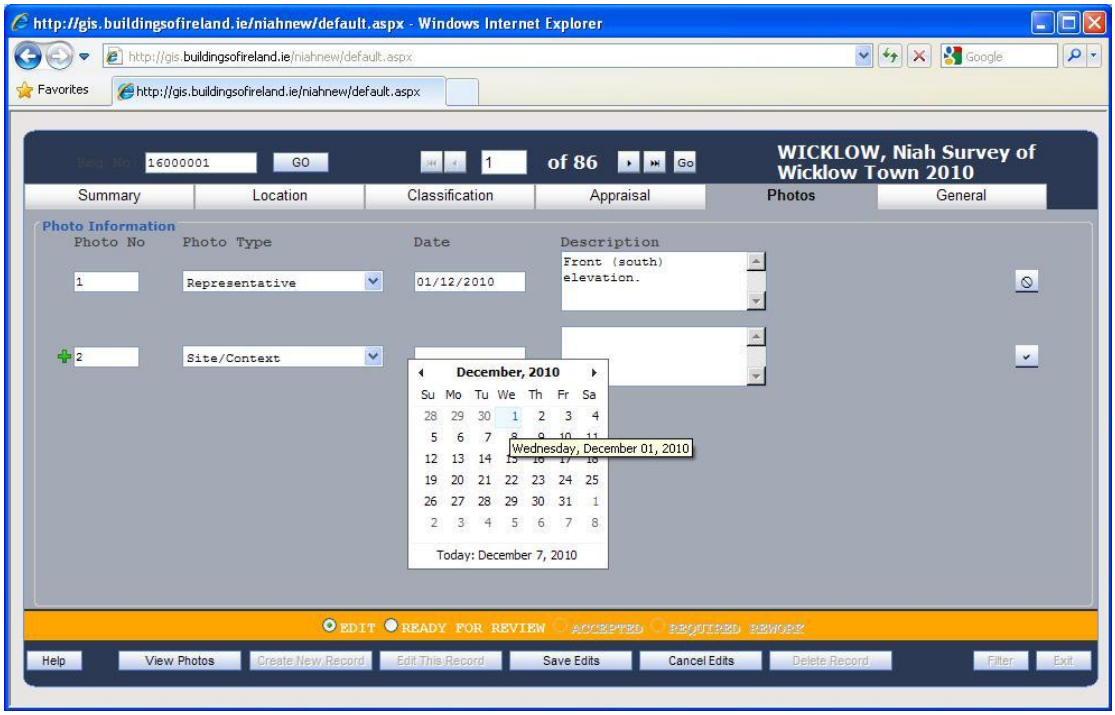
You can type or paste the date in the correct format (DD/MM/YYYY) or select the date from the pop-out calendar.

Once you have added the information for one photograph, another line appears for the next photograph.

If you realise you have made a mistake after clicking the insert button, use the delete button which appears in its place.

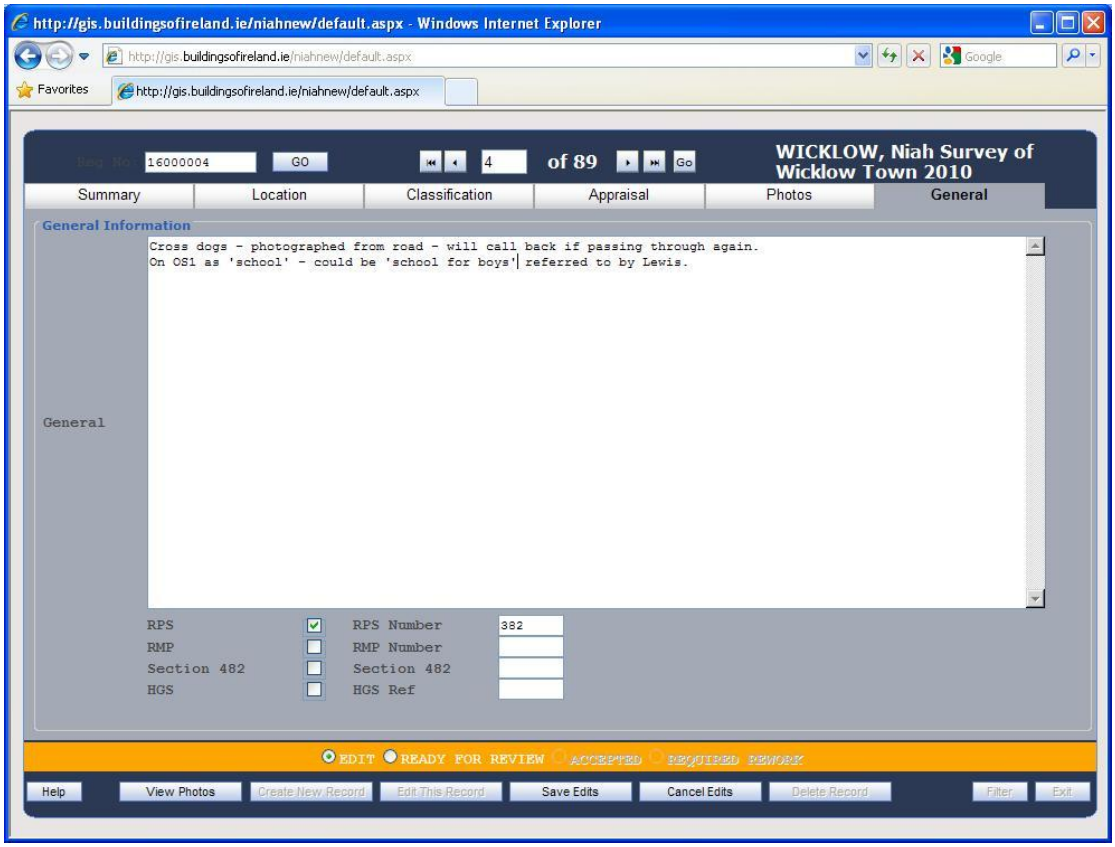
4.5.1. View Photos button

The button on the bottom left, 'view photos', is for the use of NIAH staff. In future versions of the database, it will be possible for recorders to upload photos. For now, this button is of no concern.



4.6. General

The general field contains a free text field which can be used for leaving messages for colleagues or NIAH staff who will be viewing the record, regarding contact details of owners, sources of information, historical research, etc. It also contains the fields for cross references, for example the record of protected structures.



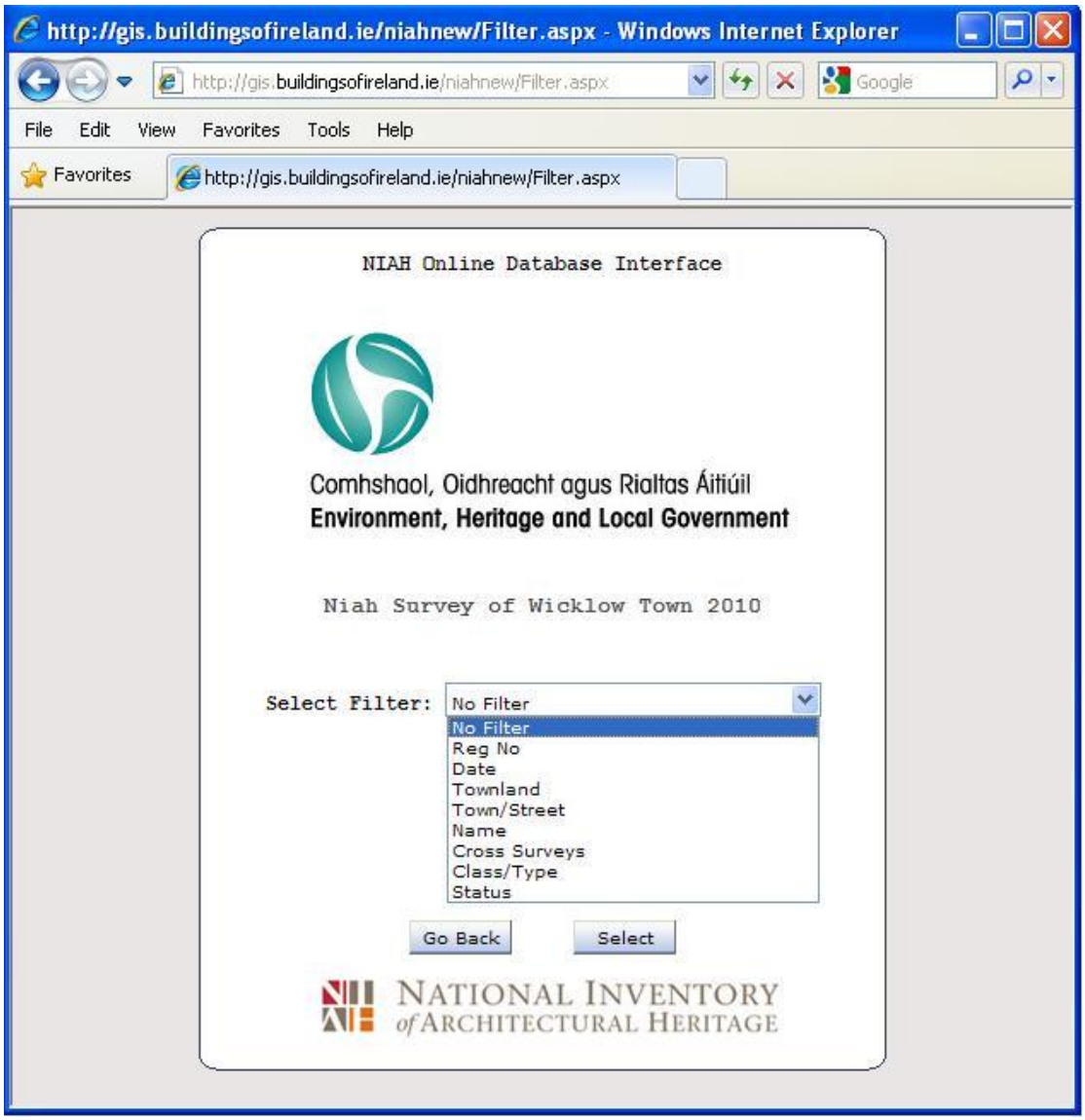
5. How to find an existing record

Log on and open the survey database as normal.

There are several ways to find an existing record – filter by name, search by record number, browse records, and a combination of filters and browsing. All filters take a moment to load, so don't worry if you don't see anything happen immediately.

5.1. Filter by name

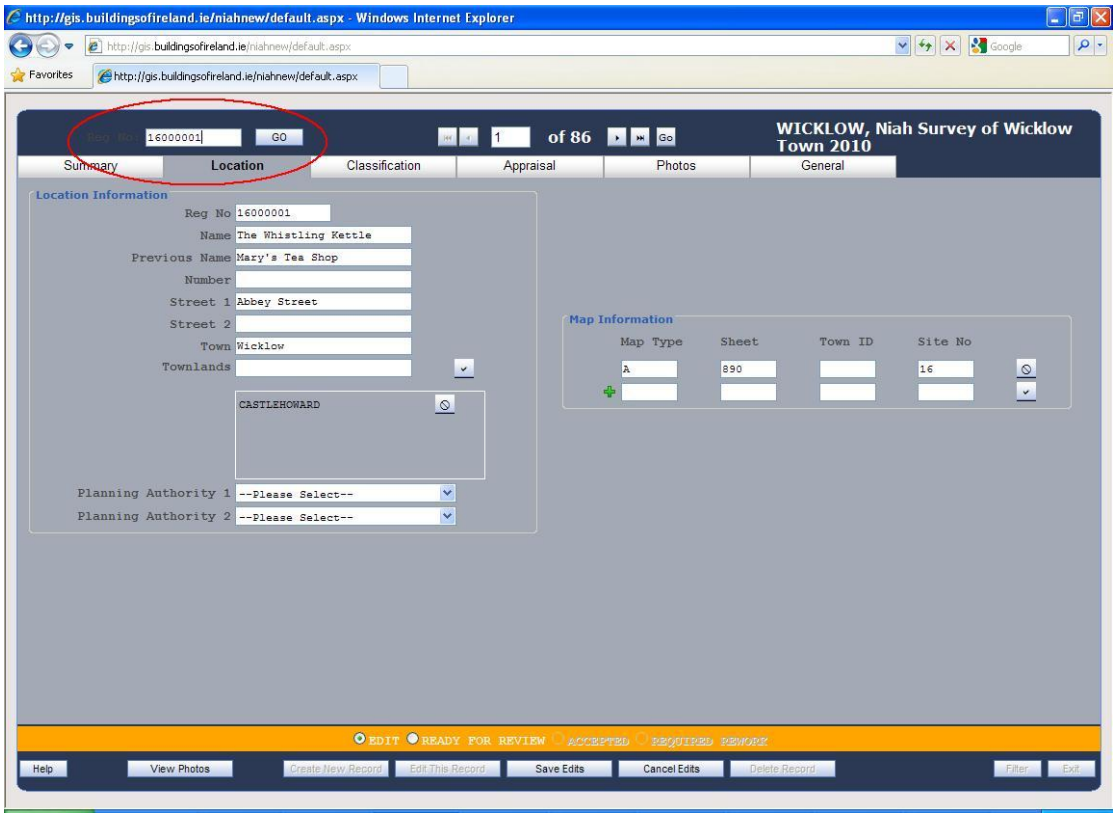
Go to the filter page, by pressing the filter button at the bottom of the data entry page, or choosing a database.



Select 'name' from the drop down list of filters.
After a moment, this will generate a drop down list showing all the names of structures.
Highlight the one you want and press 'select'.

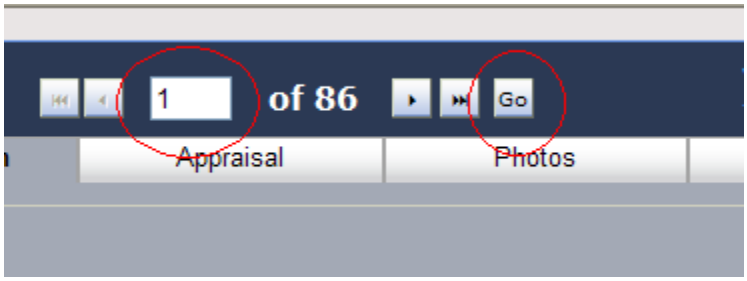
5.2. Search by record number

In the main data entry page, type or paste the record number into the box on the upper left of the screen. Press ‘go’.



5.3. Browse records

In the main data entry page, use the arrow buttons at the top of the page to go to the next record, previous record, first or last record.
You can also type a number into the box and click ‘Go’.

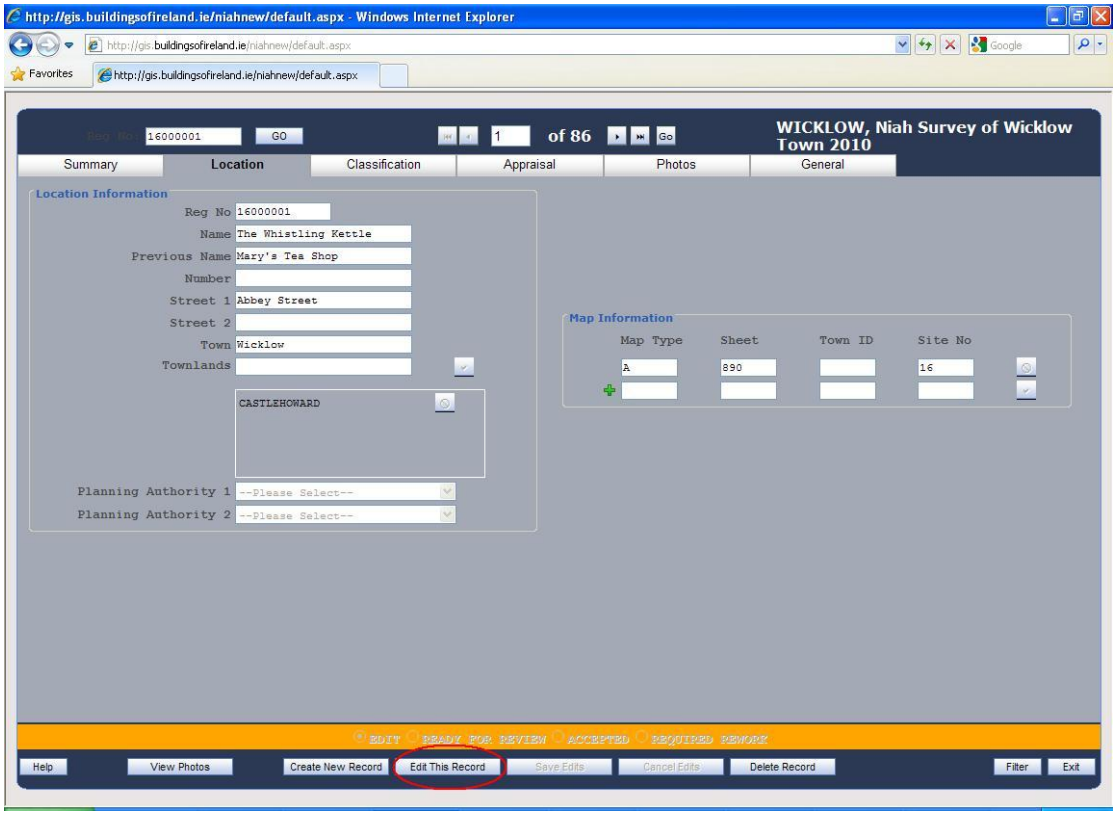


5.4. A combination of filters and browsing

Go to the filter page, by pressing the filter button at the bottom of the data entry page, or choosing a database.
Select and apply a suitable filter, for example, townland.
This will limit the number of records returned, so you will only see the records in that particular townland.
You can then browse using the arrow buttons at the top of the data entry page.

6. How to edit an existing record

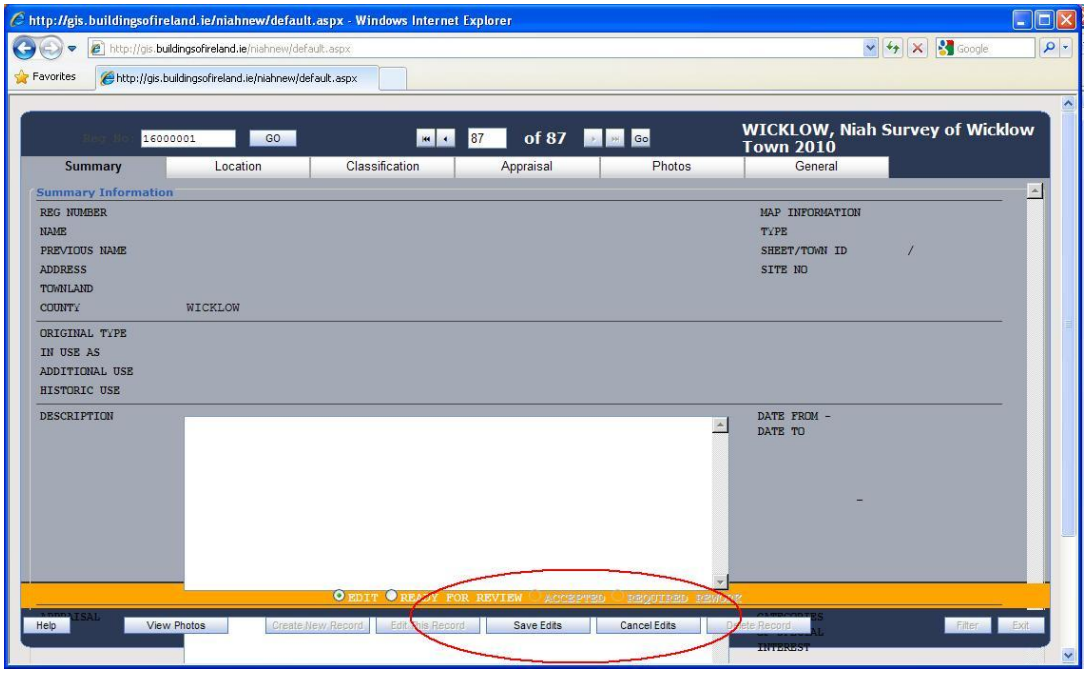
Log on and open the survey database as normal.
Find the record you wish to edit, using one of the techniques above.
Click on the 'Edit This Record' button on the bottom of the data entry page.



You can now make the edits you wish, including changing the status of a record (from 'edit' or 'required rework' to 'ready for review'.

6.1. Saving or cancelling edits

When you are finished editing, click the 'Save Edits' button to save your changes.
Alternatively, if you wish to discard your changes, you can click the 'Cancel Edits' button. This will cancel all changes you have made since the last time you saved your work.

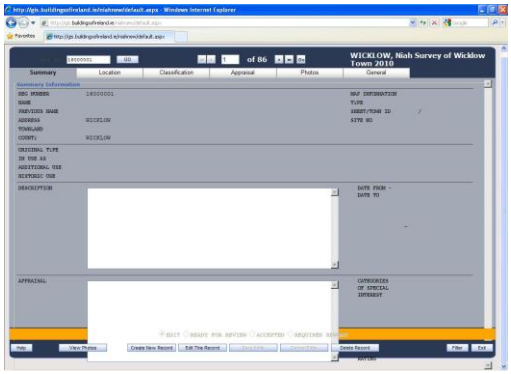

http://gis.buildingsofireland.ie/niahnew/default.aspx - Windows Internet Explorer
http://gis.buildingsofireland.ie/niahnew/default.aspx
Favorites
http://gis.buildingsofireland.ie/niahnew/default.aspx
16000001
GO
87
of 87
Go
WICKLOW, Niah Survey of Wicklow Town 2010
Summary
Location
Classification
Appraisal
Photos
General
Summary Information
REG NUMBER
NAME
PREVIOUS NAME
ADDRESS
TOWNLAND
COUNTY
WICKLOW
ORIGINAL TYPE
IN USE AS
ADDITIONAL USE
HISTORIC USE
DESCRIPTION
MAP INFORMATION
TYPE
SHEET/TOWN ID
/
SITE NO
DATE FROM -
DATE TO
EDIT
READY FOR REVIEW
Help
View Photos
Create New Record
Edit This Record
Save Edits
Cancel Edits
Delete Record
Filter
Exit
INTEREST

7. How to change the status of a record

All records have a 'status'. There are 4 different statuses:

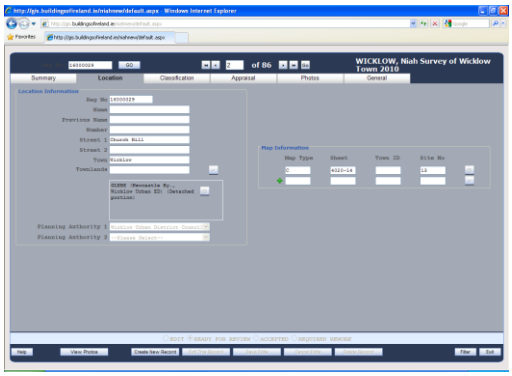
7.1. Edit Status

This is the default status for newly-created records. It means they are being edited by the recorder. At this stage, the NIAH can view the records, but cannot make any changes. Bar = orange



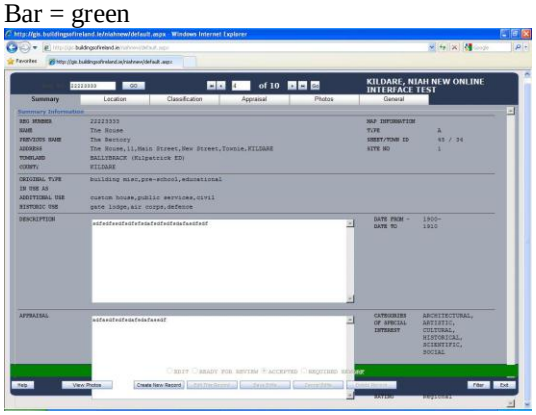
7.2. Ready for review Status

This status means the recorder has finished creating, editing and reviewing record, and is 'handing it over' to the NIAH. When the recorder changes the status of the record, the recorder can still view the record, but can no longer edit it. The NIAH can now edit the record, including changing its status to 'accepted' or 'required rework'. Bar = light blue



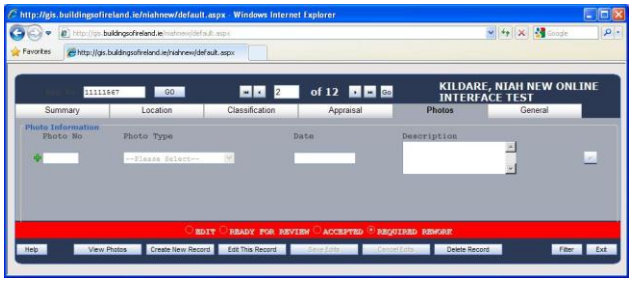
7.3. Accepted Status

NIAH has reviewed the record and accepted it. No further action is required on the part of the recorder. Bar = green



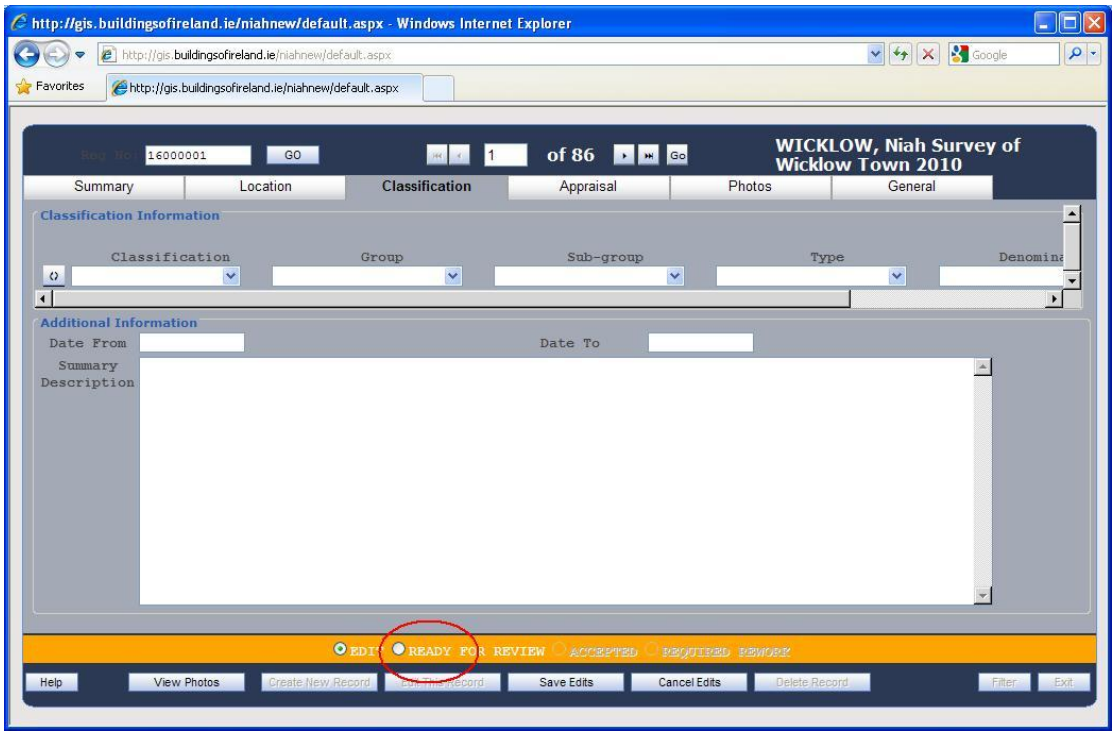
7.4. Required Rework Status

NIAH has reviewed the record and has queries, or is unsatisfied with it, and is returning it to the recorder. It is now possible for the recorder to edit it again. Bar = red



7.5. Changing the status from 'edit' to 'ready for review'.

When you create a new record, its status is 'edit'. When you are satisfied that it is ready for the NIAH, click the 'edit this record' button (if you haven't already), then tick the 'ready for review' button, and then click on 'save edits'. You will no longer be able to edit the record, so make sure you are happy with it first.



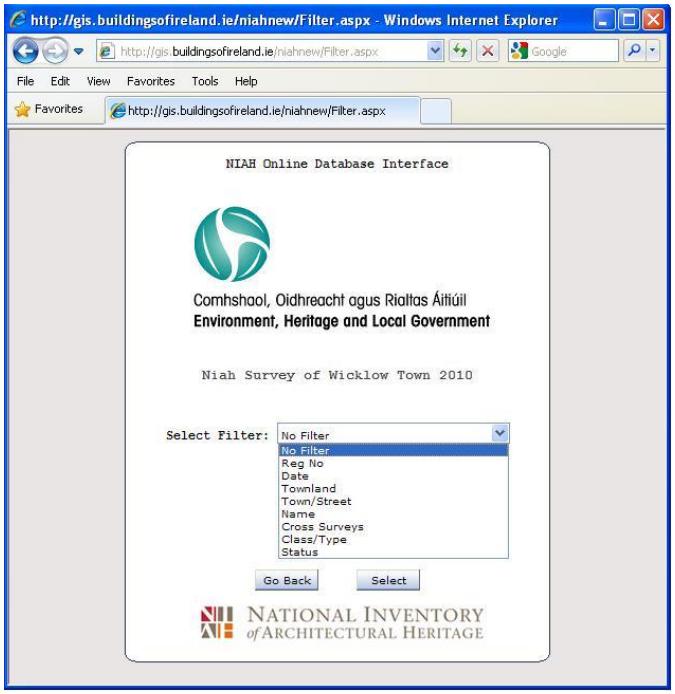
7.6. Changing status from 'required rework' to 'ready for review'

Check the general field for comments or questions.
Click the 'edit this record' button.
Make the necessary edits.
Tick the 'ready for review' button, and then click on 'save edits'. You will no longer by able to edit the record, so make sure you are happy with it first.

NOTE: changing the status of a record is a form of editing the record, therefore you must be in edit mode to do so, and you must save your changes after.

8. About filters

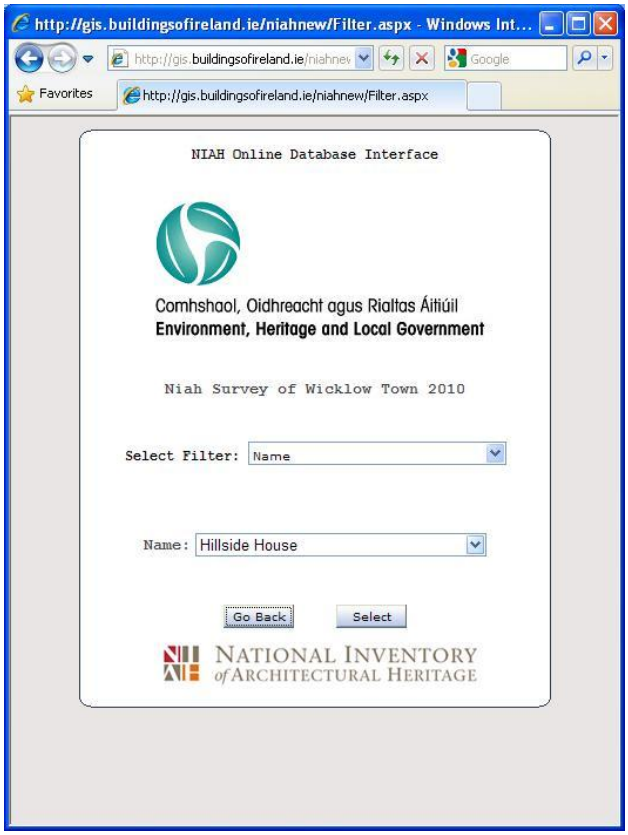
A filter works by returning (showing) all records of a certain type, while hiding all the others. It is useful for searching for a particular record, or reviewing certain records. For example, you can filter by date, to return records of a certain period. You can filter by townland, to return only the records in a particular townland. The filter is temporary, and can be removed at any time. The default is to have no filter and return all records.



The filter page appears when you choose a database. You can also go to the filter page at any time by clicking the 'filter' button on the bottom right of the database screen.
You can edit or delete records as normal when a filter is applied, but only the records that are returned (ie, visible). Likewise, you can create records as normal, but you may not be able to see them once they are saved, if the filter hides them.
When you are finished, simply return to the filter page by pressing the 'filter' button on the bottom right, and select 'no filter' from the drop down list on the filter page.

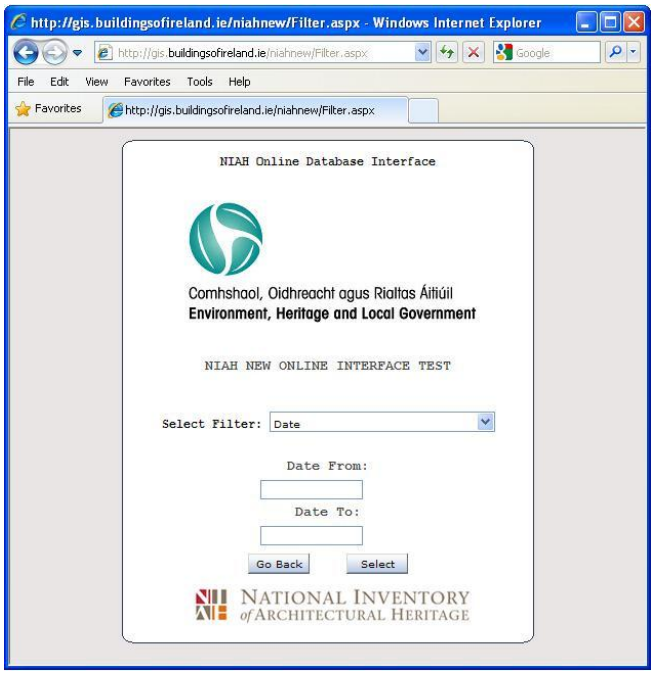
8.1. Filter by name

Select ‘name’ from the drop down list of filters.
After a moment this will generate a drop down list showing all the names of structures.
Highlight the one you want and press ‘select’.



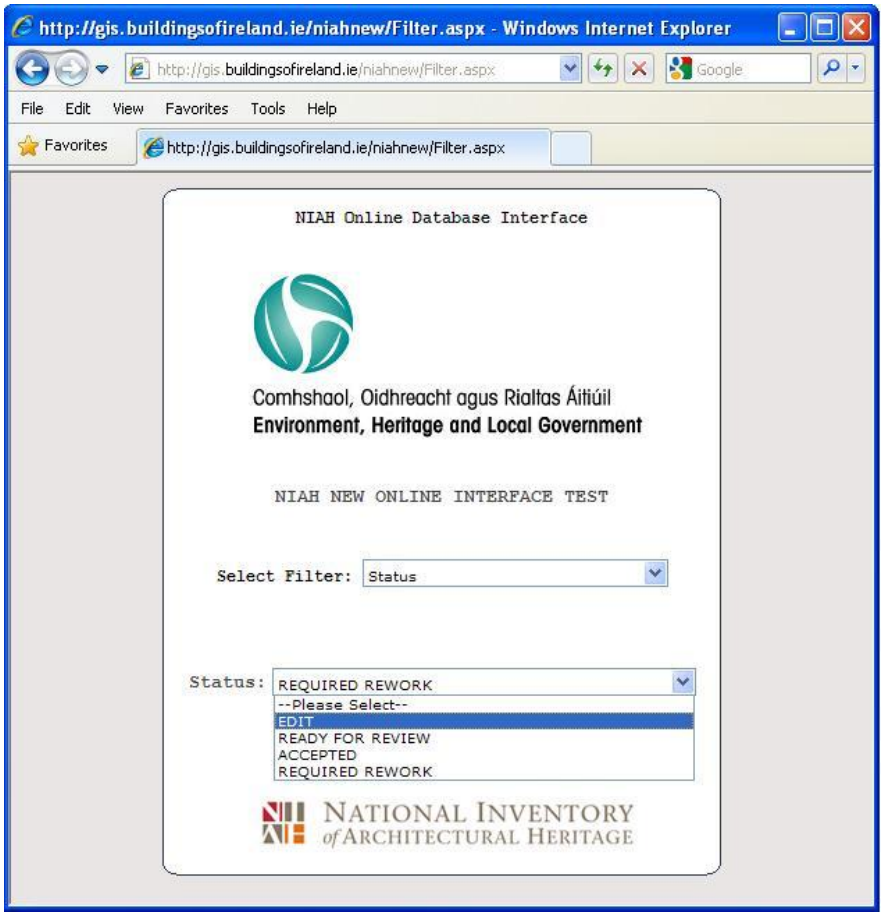
8.2. Filter by date

Go to the filter page.
Select ‘Date’ from the drop down list of filters.
After a moment this will generate the ‘date from’ and ‘date to’ fields.
Type in the dates you wish to use (for example, using 1800 and 1810 will show all buildings dated between 1801 and 1809).



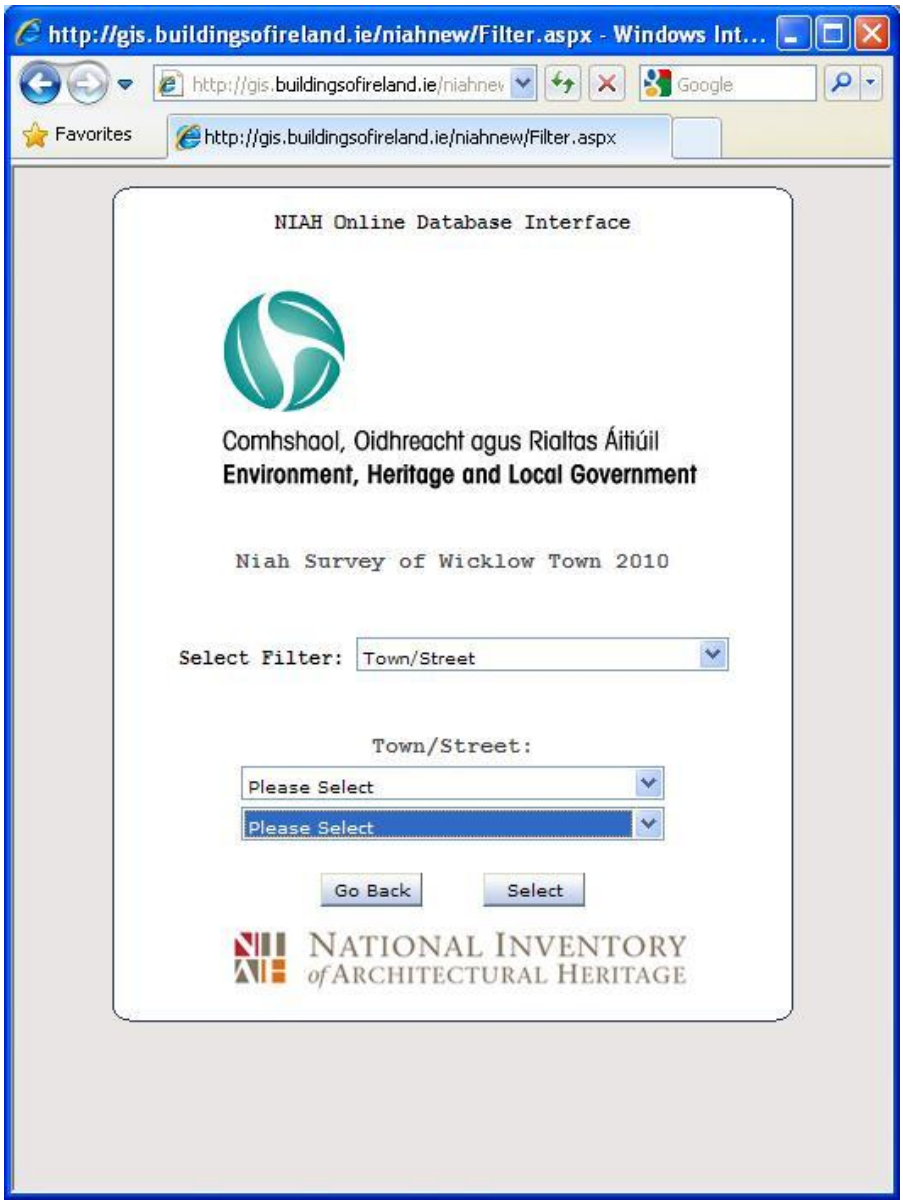
8.3. Filter for status

You can use the filter to return only records that require rework.
Go to the filter page.
Select ‘Status’ from the drop down list of filters.
After a moment this will generate the ‘status’ drop down list.
Highlight ‘REQUIRED REWORK’ from the drop down list and press ‘select’.



8.4. Filter for town or street

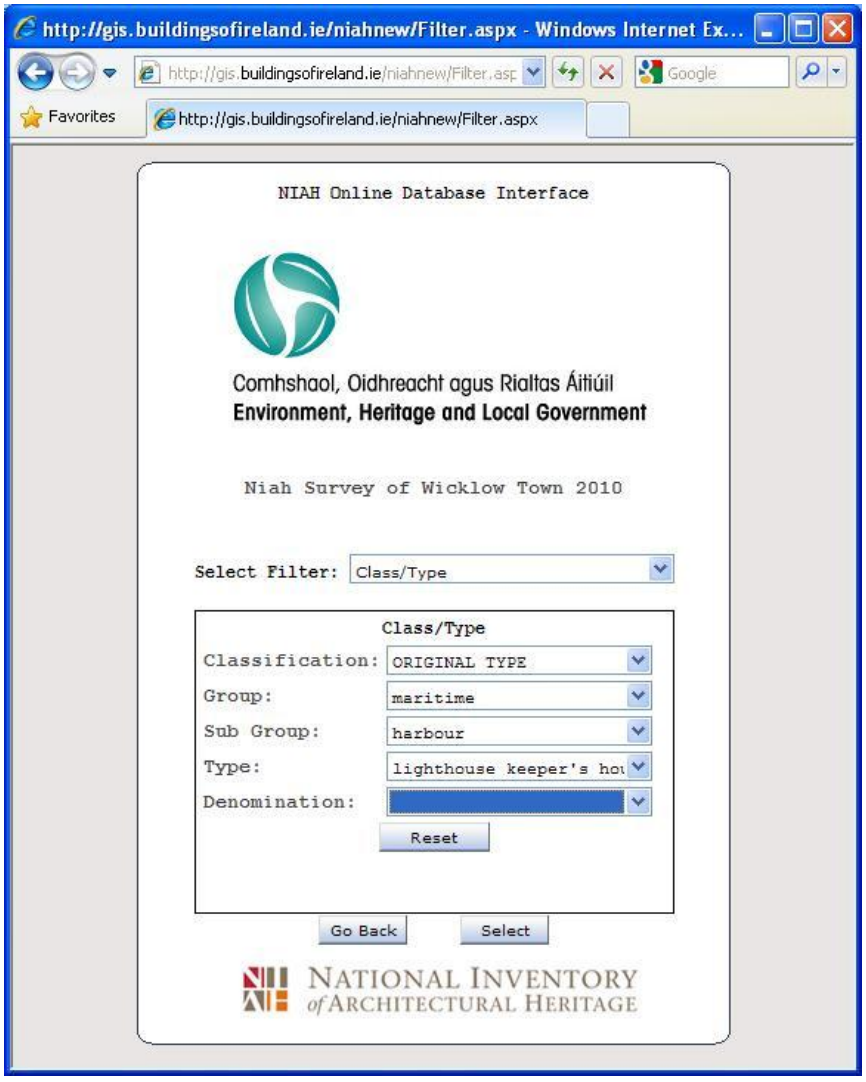
You can use the filter to return records on a certain street, or in a certain town.
Go to the filter page.
Select 'Town/Street' from the drop down list of filters.
After a moment this will generate two drop down lists, one with a list of towns, the other with a list of streets.
Highlight the data you want from the drop down list(s) and press 'select'.
You can use town only, street only, or a combination of the two.



8.5. Filter for Class/Type

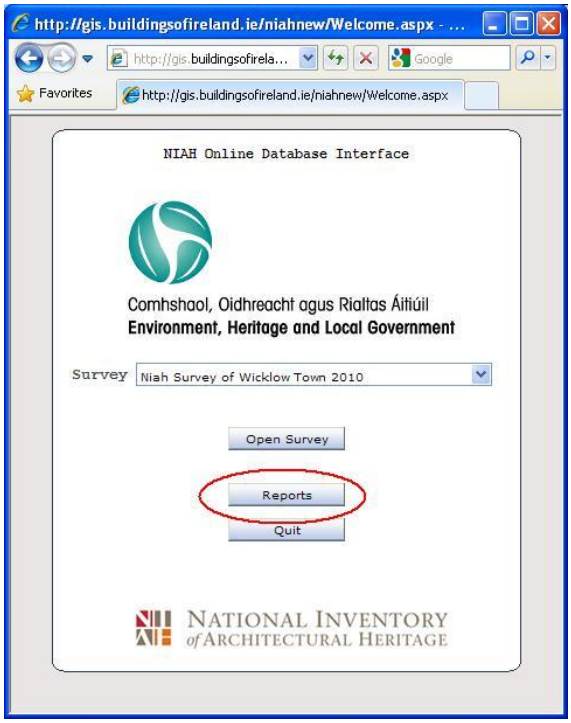
With this filter, you can return all records of a certain type, for example, all post boxes, or all railway stations.

Go to the filter page.
Select 'Class/Type' from the drop down list of filters.
After a moment this will generate five drop down lists; classification, group, subgroup, type, and denomination. This is the same format used when creating records.
Highlight the data you want from the drop down list(s) and press 'select'.
Note: you must fill all required fields. If you only use some of the fields, the filter will return no records.

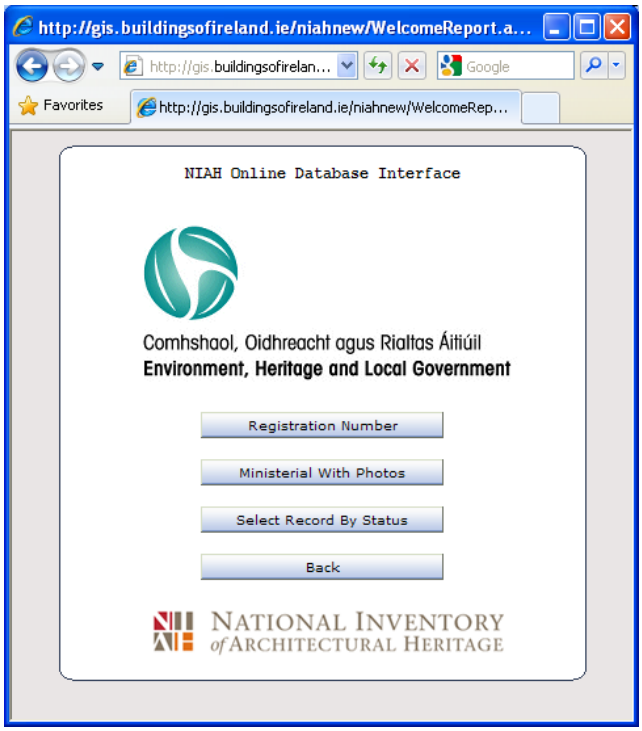


9. How to create a report.

Creating a report is a handy way of printing or sharing your data. It generates a report in a pdf format, which is easy to read, copy, or print.
Open the database and log on as normal.
Highlight the survey you want and click on the 'Reports' button.



There are three options for generating reports: Registration Number, Ministerial With Photos, or Select Record by Status.



9.1. Registration number

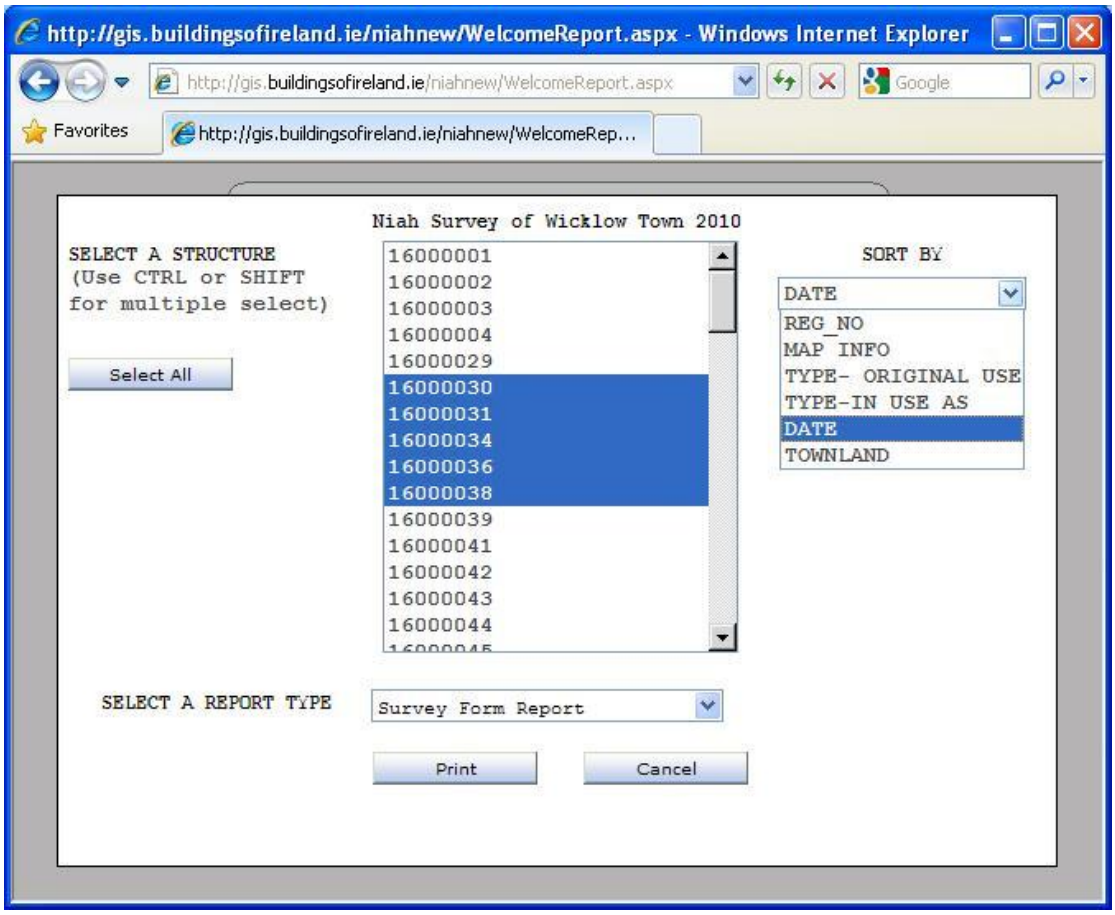
You can choose a single record, a certain range of records based on their registration numbers, or all records.

To choose a consecutive range of numbers, click on the first record you want, then press the shift key on your keyboard, and hold it down while you click the last record you want. This will select all records between them.

To choose records that don't have consecutive numbers, click the first one you want, then hold down the control button and click on each of the others.

To choose all records, click the 'select all' button.

The 'sort by' option allows you to sort the records in the report. The default is to sort by registration number, but you can sort them from earliest to latest date, or by mapsheet, townland, etc.



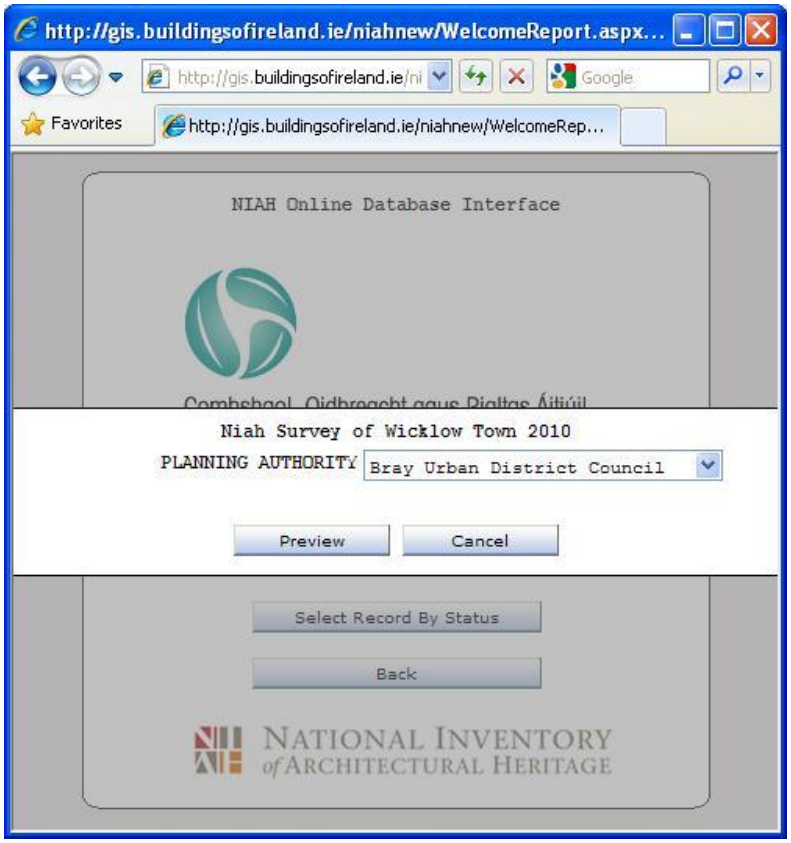
Then select a report type – there are two options, Survey Form Report, and Summarised Report.

Click on the 'print' button. This will create a pdf file, which can be saved or printed.

The 'Survey Form Report' generates a report similar to the survey form filled in onsite, including the location, description, appraisal, rating and importance, a list of photos (but not the photos themselves) and the general field. The Summarised Report generates a shorter report, without the photos or general field.

9.2. Ministerial With Photos

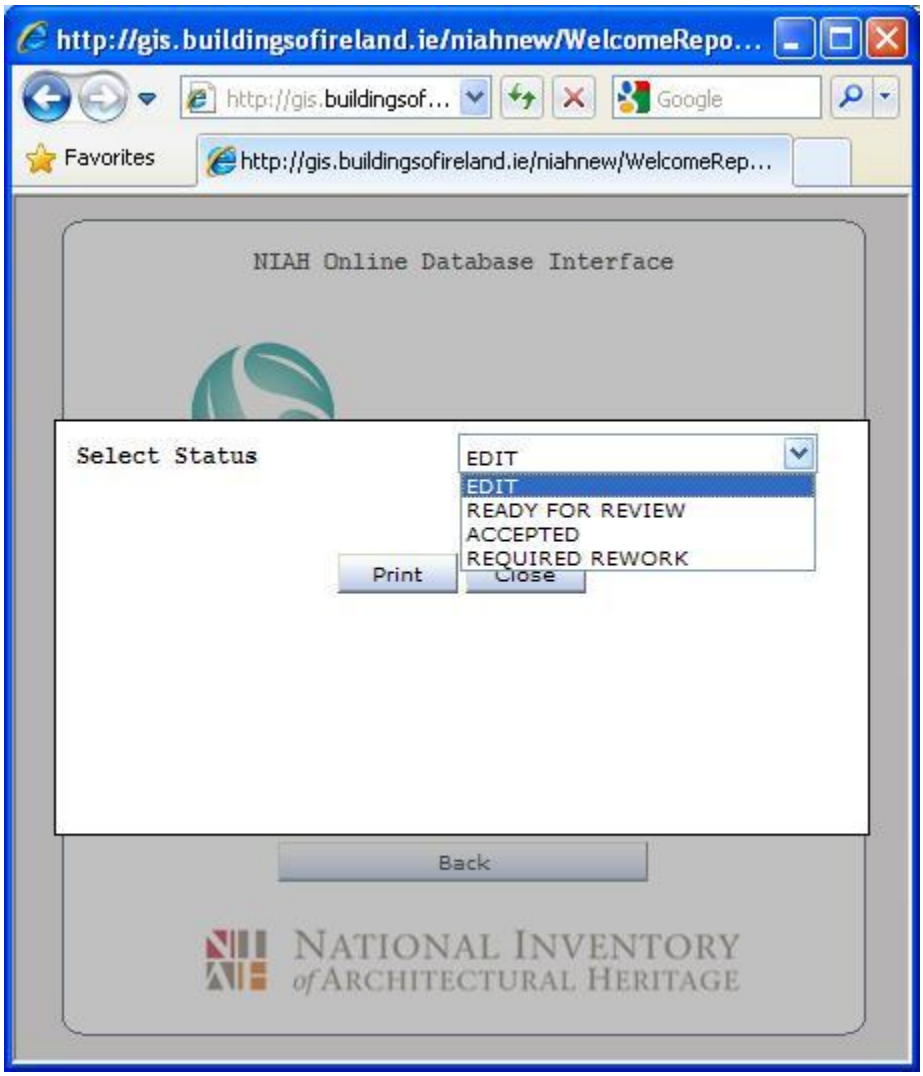
The ‘ministerial’ report allows the selection of records based on their local authority.
Select the relevant local authority.
Click the ‘Preview’ button.
This will create a pdf file, which can be saved or printed.
The report is similar to the Summarised Report, with the addition of a representative photo, if one has been uploaded.
Currently, photos do not print, as they do not form part of the current database.



9.3. Select Record by Status

This allows the selection of records based on their status (edit, (currently being edited by recorder) ready for review, accepted, or required rework).

Select the status required from the drop down list.
Click on the 'print' button.
This will create a pdf document, which can be saved or printed.
The report is similar to the Summarised Report, and is sorted by registration number.



10. Hints and tips

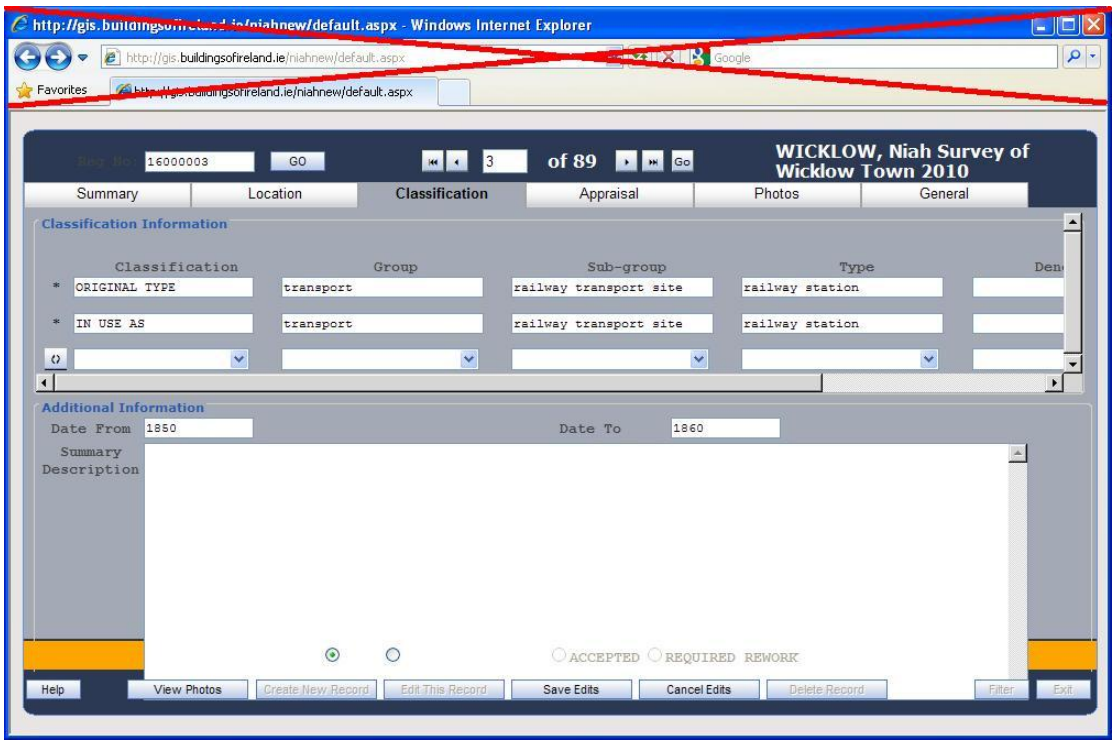
10.1. Spell checking and preferred terms

It is recommended that for long pieces of text (for descriptions and appraisals) you type (or copy) them into a word processing document to take advantage of features such as spell check, and search and replace. Search and replace is useful for ensuring that words are properly hyphenated.

10.2. Losing your work!

While the database is reliable and robust, you WILL LOSE WORK if you navigate away from the database page while you are in edit mode. If you type an address into your address bar, or use your search engine or favourites or bookmark buttons, you will NOT be prompted to save your work. On returning to the database page, you will have no option but to cancel your edits to allow you to proceed.

To ensure you do not lose any work in this way;
Do not click on any buttons at the top of your browser window while you are editing (favourites, bookmarks, the back button, etc).
Do not type anything into the search engine boxes or the address bar while you are editing.
Do not shut down your browser while you are editing.
Do not switch off your computer while you are editing.



If you do wish to search for a topic or open a new webpage while you are editing, you can open an additional tab or tabs to do so.

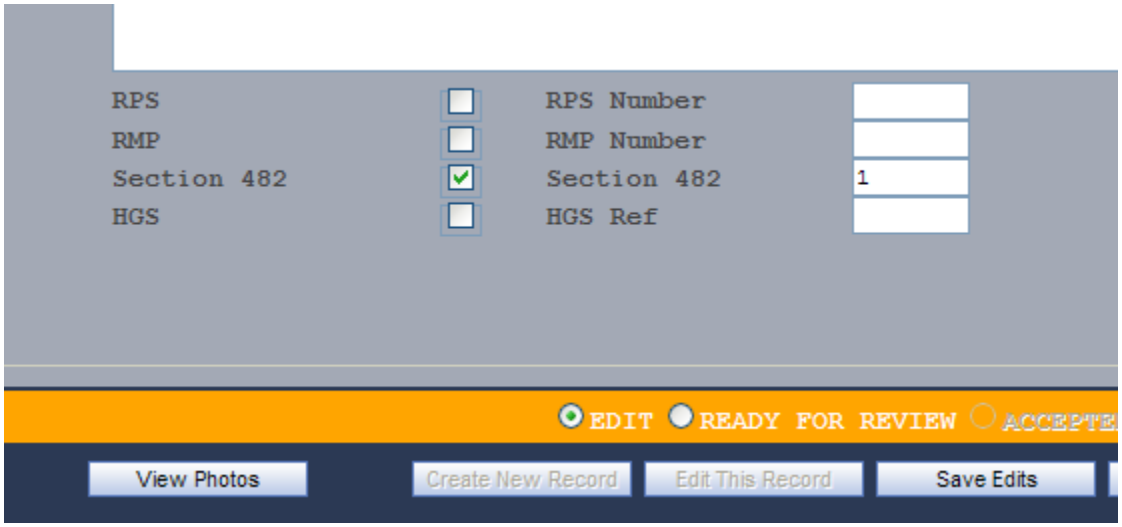
To avoid confusion, you may prefer to open Internet Explorer twice, and have two separate windows. Alternatively, you may find it practical to use internet explorer for the database, and an entirely different browser (e.g. Safari, Firefox, Opera) to use for email or internet searches.

10.3. Suggested methodology for larger teams

It is anticipated that in the future additional levels of access will be introduced, to allow for recorders to 'hand over' to team leaders, who in turn can edit or review before handing over to NIAH survey recorders.

In the meantime, the following methodology could be used by large teams.

On the general page, there are fields to indicate whether a structure is a protected structure (on the Record of Protected Structures), a national monument (on the record of monuments and places), eligible for tax relief under section 482 of the Taxes Consolidation Act 1997, or on the historic garden survey.



The Section 482 field is seldom used. It is suggested that it could be repurposed by larger teams in the following manner.

On completion of a record, the recorder ticks the box and adds the number 1 (or another agreed number) to the section 482 field.

Note: you *must* tick the box. It is possible to save the record without ticking the box, but the filter will not work properly.

The team leader applies the filter to return all records with no 1 in the Section 482 box. Unlike the reg no for the record, it does not have to be a unique number.

When the team leader has reviewed and if necessary edited the record, she changes the status from 'edit' to 'ready for review' to pass the record onto the NIAH controller.

In the event that a site does benefit from the section 482 tax relief, this information could be delivered in the general field.