

**User Guide**

**Heritage  
Database Software**

**Version 4**



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# *Heritage Database Software Version 4*

## **Introduction**

The NSW **State Heritage Inventory** (SHI) is a database created by the Heritage Branch, Office of Environment and Heritage of protected heritage items in New South Wales. Currently SHI contains over 30,000 NSW statutory-listed heritage items: those subject to listings under the *Heritage Act 1977* and those listed in local and regional planning instruments. Within the SHI about 1,500 heritage items have been assessed by the NSW Heritage Council as being of State significance and are identified within the database.

The State Heritage Inventory is available on the internet at [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)

The State Heritage Inventory is a dynamic tool and that allows new information to be added and material amended as new items are identified and existing items reassessed.

An initiative of Heritage Branch, Office of Environment and Heritage to assist in the identification and assessment of heritage items is to make the **Heritage Database Software** available. The software is free of charge to local and state government agencies, heritage advisers and heritage professionals conducting heritage studies and compiling S.170 Registers and community groups.

The statutory information entered and returned to the Heritage Branch will become publicly available on the State Heritage Inventory, enhancing this computerised and publicly accessible record of heritage items in New South Wales.

The purpose of this data entry guide is to provide specific instructions and standards on how to enter information into the Heritage Database Software.

For advice on installation, see the **Installation Guide** provided with the software.

Additional database documentation, data entry guidelines and installation manuals can be downloaded at: <http://www.heritage.nsw.gov.au/software>

For further assistance and information on the Heritage Database Software contact the appropriate Heritage Branch staff member:

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## **New Features in Version 4**

Version 4 of the Heritage Database Software includes a number of enhanced features. These include:

- new item type of 'Conservation Areas' added
- clarification and addition of Aboriginal Language Areas
- accepts larger image sizes and thumbnails are no longer required
- ability to hide but still find redundant item records
- simplification of the owners name pick-list
- new 1 page inventory sheet print report
- new LEP Schedule 5 print report

## **Getting Around the Database**

This database is based on the standard Windows buttons, commands, and movements and generally you can move around, cut, paste, etc. as in other Windows applications. Many commands have been incorporated into the design of the database. Generally you move around the database as follows:

- to move between items press on the arrows pointing left or right on the icon bar (on the upper left of the screen);
- to move between fields press your keyboard's Tab key;
- to go directly to an item press the Search button and enter the item number. Each record within the database has an item number located on the top Icon Bar of each screen;
- to add an extra line or paragraph break within a field, click on Control and Enter;
- to read a field which is not completely displayed, either
  - click within the field and then move up and down using the up and down arrows on your keyboard, or
  - click within the field and use scroll bars on the right-hand side of the field, or
  - double-click on the field to open a Zoom Box to display the whole field (not available on all fields);
- to quit the database, exit through the Main Menu or click on the Quit Button.



Quit  
button

Note: Some of the Windows commands (top left) may be able to be used but generally they should be ignored while running this program.

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## **Data Entry**

It is important that the information is entered in a standard way in each section of the database to facilitate searching and comparative analysis. The data entry fields are grouped into sections for ease of use. The sections of the database are grouped as follows:

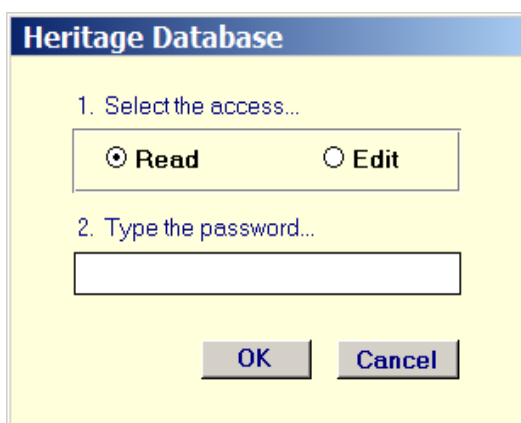
- Item identity, significance and listings
- Location
- Description
- History, owner and uses
- Assessment and significance
- References and studies
- Images
- Customised fields
- Summary information

Generally you would enter the information by adding a new record (see page 8) and then enter each of the above screens for the one item, typing in as much information as possible. It may not be possible to provide all of the information at the time of a study or data entry. In this case enter in the information you have available, the minimum being the item name, location and heritage listing. For State significant items, however, all relevant fields must be completed. In the Admin screen you can indicate the level of data entry input, eg basic, partial and completed. The rest of this guide takes you through this process.

The Heritage Database Software should be used in conjunction with the publications available from the Heritage Branch. Some examples of useful publications include Assessing Heritage Significance. These can be downloaded at <http://www.heritage.nsw.gov.au/publications>. Reference to these publications is necessary for research and some of the data-entry tasks.

Ensure all information entered is correctly referenced, see notes on the **References** screen and **Appendix D**.

## **Logging In**



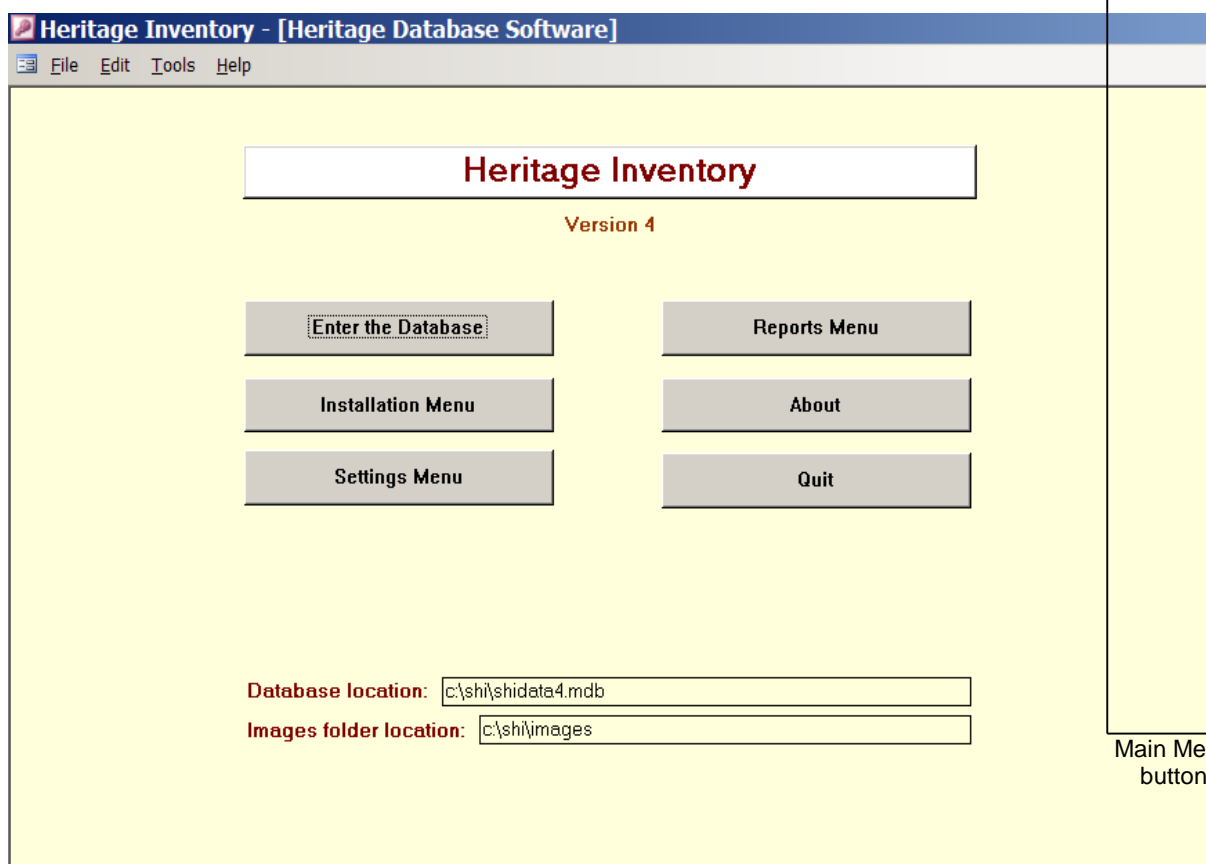
The screenshot shows a login dialog box titled "Heritage Database". It has a yellow background and a blue title bar. The first step is "1. Select the access..." with two radio buttons: "Read" (which is selected) and "Edit". The second step is "2. Type the password..." with an empty text input field. At the bottom, there are two buttons: "OK" and "Cancel".

Whenever the database software is run, you will be presented with a login screen. Select the level of access you require and enter the password for **Read** or **Edit** access to the database and press Enter or the **OK** button. The password information is included in the accompanying Installation Guide.

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## Main Menu

When your entry password has been accepted, you will arrive at the Main Menu of the inventory database. This screen allows you to enter directly into the database, to customise the database or to amend its configuration (ie links to data and images). The Main Menu screen displays the database location and the images folder location on the lower part of the screen. The screen also provides other settings and reports, software version information and allows you to quit the database. To return to this screen click on the Main Menu button.



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## Search Screen

Searching, although generally simple, can also be complex in order to narrow down the search results to the items you are seeking. The search screen has been designed so both simple and complex searches can be initiated using either one or two search fields or by a larger combination of fields and/or the studies searcher or the advanced search fields. The more confident the user with the software, the more effective the search engine should become.

Searching can be performed in all screens by clicking on the Search button located on the top of each screen. The Search button will open the Search Screen. The Search Screen is also the first screen to appear when you enter the database from the Main Menu. All heritage items entered into the attached database file can be accessed through this screen.



Search button

If your database does not have any records in it yet, go to the next section in the manual, Adding a New Item. You can return to this section when you need to conduct a search.

### a) Searching for an Item

You can search for items by name, street address, property identifier (eg lot, section or plan number) and by many other fields. To commence a search enter relevant information into one or more of the available search fields on the Search Screen and click on the Start Search Button. The search results will be displayed. The search results are held in memory and are available until a new search is made. To clear search results, click on the Clear Button.

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The following tips will make searching much easier:

- Search with either upper or lower case as the searcher is not case sensitive.
- Any fields can be used to search, in any combination.
- If you know the item name, just type in the first few letters in the item field. This is often sufficient to find the required item as the searcher will look for item names which begin with the letters you have entered eg. "abergl" will find Aberglasslyn; "church" will find *Church of Christ*
- Use a wild card search by adding an asterisk (\*) in front of the item name. This search will look for the word anywhere in a field but will take longer. eg. "\*church" will find "Church of Christ" and also "St John's Church".
- Use the wild card search alone by adding an asterisk (\*) to show all records. This will provide a search result of all the items in the database, except those marked redundant.
- If the item name is not enough in itself or not useful, then search using the street name and either the local government area (LGA) or suburb name. This will produce a list of items on the chosen street in the selected LGA or suburb.
- If you know more about the item, then use other fields to help limit your search results, eg key fields include LGA, Listing
- Search results can be sorted by Item Name, Street, Suburb, LGA or PCO number. Click on the 'radio button' next to the sort criteria to select the why the items are sorted.
- If you know the unique number for the Item you are seeking, you can simply click on the Search Button (binoculars) from the Search screen. You can simply enter the number and then search for it.
- If information is not entered in a Item's data field, or misspelt, the searcher will not find it.
- To quickly clear the searcher, click on the clear button to reset the fields to blank.

To view an item once your search has found it just click on the item to highlight it and then select one of the menu buttons on the left of the screen depending on the type of information you would like to view. A fast alternative it to simply double click the item which will automatically open the Item Screen.

If you are not getting all records you expect you may need to clear your previous search criteria. To clear it press the Show All Records button on the top Icon Bar.

To print your search results click on the Printer button on the Icon Bar and select Search results and One Line per Item in the Reporting options.

### **b) Searching by Studies**

Using the Studies button on the Search Screen you can search for all items identified by a single study. To do this select the study you wish to search by and click on Select Search.

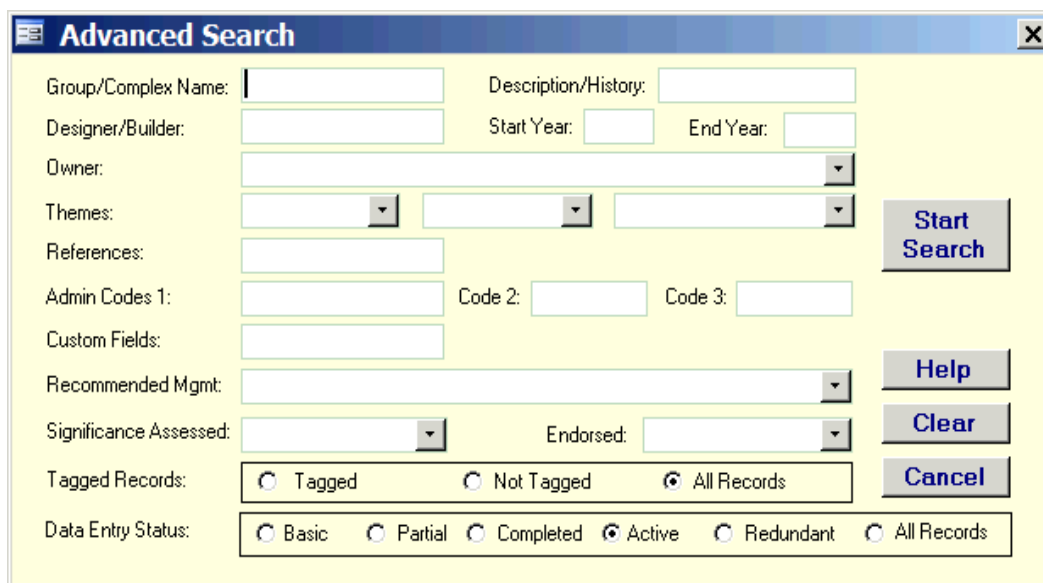
Ensure all other fields are cleared prior to using as the study searcher can also be used in combination with other fields on the Search Screen.

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### c) Advanced Searching

More search fields are available in the Advanced Search Screen (see below). You can either use this screen alone or in combination with the standard Search Screen and or the studies searcher.

A new search has been added for Data Entry Status. If you have made items redundant in the database they can be found by clicking on the radio button for **Redundant**.



The screenshot shows the 'Advanced Search' window with the following fields and options:

- Group/Complex Name:
- Description/History:
- Designer/Builder:
- Start Year:  End Year:
- Owner:
- Themes:
- References:
- Admin Codes 1:  Code 2:  Code 3:
- Custom Fields:
- Recommended Mgmt:
- Significance Assessed:  Endorsed:
- Tagged Records:  Tagged  Not Tagged  All Records
- Data Entry Status:  Basic  Partial  Completed  Active  Redundant  All Records

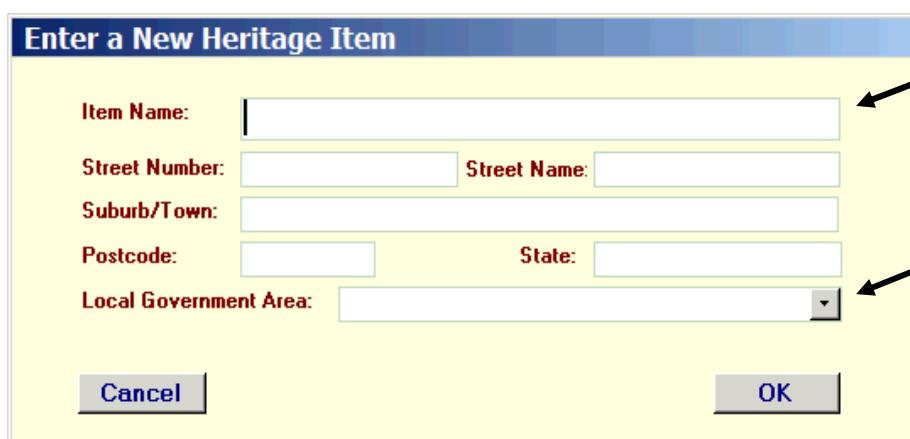
Buttons on the right side: Start Search, Help, Clear, Cancel.

When completed searching with this screen, ensure that the fields are cleared before exiting.

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### Adding a New Item

New items can be added to the database by clicking on the Add New Record button on the icon bar from either from the Search Screen or any of the main viewing screens (descriptions of these follow). This will open a box asking you to enter a new heritage item, in particular the name of the item and one or more local government areas. (Note the additional categories of Offshore and Waterway.) The item name and LGA are fields are mandatory and are used within the database to track each record and appear on the top of each screen relating to that item.

The screenshot shows a dialog box titled 'Enter a New Heritage Item'. It contains several input fields: 'Item Name' (a large text box), 'Street Number' and 'Street Name' (two smaller text boxes), 'Suburb/Town' (a text box), 'Postcode' and 'State' (two text boxes), and 'Local Government Area' (a dropdown menu). At the bottom, there are 'Cancel' and 'OK' buttons. Two black arrows point from the right side of the page towards the 'Item Name' and 'Local Government Area' fields.

### Item Name

Enter the name currently used or the name given to the item. The Item Screen is the only place where the item field can be changed or edited. It is critical that the name of the item is correctly entered and descriptive.

Use the standard conventions for recording names where abbreviations are commonly used. The conventions used in the database are as follows:

- Initial letter upper case, subsequent letters lower case. e.g. Pacific Highway.
- Use Street for St, Road for Rd, St for Saint and Mt for Mount.
- Do not use single (') or double (") quotes in the name. e.g. Redcoats Mess.
- '&' to be used for 'and' where appropriate to the name. e.g. Farmer & Company.
- If name commences with 'The', 'Former', or 'Old' place after name in brackets e.g. Grange, (The); CBC Bank, (Former).
- If later demolished, add (demolished) to the end of the item name.

Ensure the name of the item is descriptive by adding the Category (see page 11) of the item to the name where relevant e.g. Camden Park Estate, Central Creamery, Menangle Railway Station, Darcy's House, Gilbulla Anglican Conference Centre.

Where a number of items have been identified but have no name, such as for an individual house without a house name, use the category name and location e.g. Homestead, Appin.

In the case of a wrecked vessel use the name at the time of wrecking or the commonly used name of the wreck. e.g. Dunbar

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If more than one name or an old name, then you will be able to enter the alternate name into the **Other/Former Name/s** field in the Item Screen.

### **Local Government Area**

The Local Government Area, once selected, will enter the matching LGA Code, Historical Region and Department of Planning and Infrastructure Planning Region. For more information see the joint Heritage Branch, Department of Planning *Regional Histories* publication.

Once these are entered, click OK and commence data entry on the item.

Multiple local government areas (LGAs) can be selected at the **Location Screen** for items covering or crossing more than one LGA. e.g. bridges, roads, railways, national parks and state forests.

Items in waterways or offshore should include the standard LGA if relevant and also include either Waterway or Offshore as applicable.

Once an item has been created, it cannot be deleted. If a record does need to be removed it can be made redundant on the **Admin Screen**. Redundant items can be found using the Advanced Search. A record can be reused by over-typing with new information.

The record numbers of the database are preset according to the Heritage Branch's sequence. The record number of new items is generated by the database and will be within the preset number range. This will ensure your data can be combined with the master database held by the Heritage Branch, avoiding duplication of record numbers across the State Heritage Inventory.

## Item Screen

The screenshot shows the 'Item Screen' in the 'Heritage Inventory' software. The interface includes a menu bar (File, Edit, Tools, Help), a toolbar with navigation and utility icons, and a main data entry form. The form fields include Name, Location, Other/Former Names, Group Name, Group Number, Item Type (with a 'Select Types' button), Item Group, Item Category, Owner, and Statement of Significance. A sidebar on the left contains navigation buttons for Item, Location, Description, History, Assessment, References, Images, Custom, and Summary. The 'Item' button is highlighted with a red arrow. Below the main form are fields for Assessed Significance, Endorsed Significance, and Updated. A 'Listings' section contains a table with columns for Listing Name, Listing Number, Gazette Number, and Page. At the bottom, there are radio buttons for Data Entry Status (Basic, Partial, Completed, Redundant) and a Tagged Item checkbox.

This screen contains the information relating to the **identity** of the Item.

### a) Item Screen Data Entry

**Item Name** - see previous section

#### **Other/ Former Name/s**

An item may be known by several names and/or former names e.g. St. Mary's Towers (a training centre and a retreat for priests), was known as Park Hall and Nepean Towers prior to 1904.. This field provides a means to search for the item in the computer database when the present name is not known. The flow of information between different heritage lists/registers will also be facilitated if other/former name/s are recorded.

There is room to list up to three (3) other known names including:

- Other commonly used names e.g. John Macarthur Cottage for Old Belgenny;
- Former names e.g. Parkhall and Nepean Towers for St. Mary's Towers; or, SS Albion for the SS Centennial; and,
- Names used on other lists/registers (including misspelt names, until corrected) e.g. J. Macarthur Cottage
- Scientific name of plant species e.g. ficus superba var. hanneana

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## **Group Name**

If an item is associated or part of an area, complex or group of items then this field should be completed in the following manner:

- Where an item is a part of a group entry, record the area, group or collection to which the item belongs.
- Where an item consists of a number of different types of evidence that are significant in their own right (e.g. a pastoral station holding may contain the homestead building, a shearing shed and numerous outbuildings; other works such as bridges and stockyards; the archaeological remains of earlier dwellings etc.), separate entries will be required for:
  - the place as a whole (e.g. the station holding); and,
  - each significant item (e.g. the homestead, the shearing shed, an outbuilding, the bridge, the stockyards and the site of the ruins of the original homestead).

This need will arise in a number of circumstances such as:

- *Heritage Conservation Areas*. In this case you should have an entry for the Area indicating the group and what it contains. As well as this you should create individual entries for each significant item. For each street in the conservation area these should be added as alternate address in the Location Screen. The Group field in all of these items should store the group name. (Do not list individual items unless they are individually identified as significant.)
- *Complexes or assemblages* which consist of a number of different types of evidence. e.g. for a farm group, an agricultural estate, or a transport system. In this case you should have an entry for the Area indicating the name of the Area and what it contains. As well as this you should have individual entries for each significant item
- *Item such as buildings with significant contents, surroundings and/or associated structures* e.g. a church group. In this case you should have an entry for the Area indicating the name of the Area and what it contains. As well as this you should have individual entries for each significant item

## **Heritage Type, Groups and Categories**

The Heritage Type chosen should best describe the nature of the heritage item i.e.

- Archaeological - maritime
- Archaeological – terrestrial
- Complex/Group
- Conservation Area
- Built
- Landscape

A detailed explanation of these types is available in **Appendix A**.

The Heritage Groups and Categories define the nature of items according to their function and use. If an item has changed its uses over time, select the use which relates closest to the item's significance. An indicative listing is in **Appendix B**.

To insert click the Select Type button. Then select the most appropriate Type, Group and Category. Note that the group will determine the available options for Category. If the Category you want is not under the desired group then select the All Categories button, choose the Category and then choose a more appropriate Group.

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### **Owner**

A pick-list is provided to include the item owner. All owners are identified by the type of owner only.

### **Statement of significance**

The statement of significance should set out the degree and nature of the significance of the item. Significant attributes of the item identified in the summary of the evaluation, must be explained and supported by known evidence listed in the References Screen.

The comparative analysis undertaken as part of the evaluation process provides a means of describing the nature and degree of significance in a precise manner. Repetition of descriptive and factual information already given in the analysis should be avoided.

The date of changes to this field is automatically updated when the text is changed.

It is particularly important that the references for information provided should be entered into the references screen. This should include the author, date and position of the reference source. See the References screen for more detail.

For detailed guidance on assessment of significance see the guideline Assessing Heritage Significance on the Heritage Branch, Office of Environment and Heritage website [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)

### **Assessed and Endorsed Significance**

Assessed level of significance should be the highest level warranted for the item. The level selected should be justified by the statement of significance. Once your planning instrument is gazetted or heritage inventory signed off you should set the Endorsed Significance to match the Assessed Significance.

### **Listings**

Listings record the statutory and non-statutory heritage lists in which the item occurs. All recognised lists are available from a selection available from a pick list. Provision is also made to record the instrument name, gazettal information, and number allocated to the item in the relevant list. If items are removed from a listing, the record is not removed from the heritage database software, but the listing is amended to indicate this change (see options available in the pick-list).

All heritage studies must have a heritage study listing. An additional Local Environmental Plan listing should be added to those items that are gazetted on the Local Environmental Plan

All s.170 Heritage and Conservation Registers must have a s.170 listing.

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## Location Screen

In the Location screen you are asked to provide information relating to the **location** of the Item.

The screenshot shows the 'Heritage Inventory - [Heritage Database Software]' window. The 'Location' tab is selected in the sidebar. The form fields are as follows:

- Name:** [Text field]
- Location:** [Text field]
- Addresses:**
  - Street Number: [Text field]
  - Street Name: [Text field]
  - Suburb/Town: [Text field]
  - Local Govt Area: [Dropdown menu]
  - Postcode: [Text field]
  - State: [Text field]
  - Address Type: [Dropdown menu]
  - Parish: [Text field]
  - County: [Text field]
  - Date Entered: [Text field]
  - Updated: [Text field]
- Property:**
  - Aboriginal Area: [Dropdown menu]
  - Hectares: [Text field]
  - Curtilage/Boundary: [Text field]
  - Parcel table with columns: Parcel, Lot No, Section, Plan Code, Plan No, Local Polygon, State Polygon, Property Numb.
  - View or Add Parcels button
- Map:**
  - Latitude: [Text field]
  - Longitude: [Text field]
  - Location validity: [Dropdown menu]
  - Map Name: [Text field]
  - Map Scale: [Text field]
  - Spatial Accuracy: [Dropdown menu]
  - AMG Zone: [Text field]
  - Easting: [Text field]
  - Northing: [Text field]

The **Address** section includes fields for street number, address and suburb to locate urban items, and capacity to describe the location of non-urban items.

**Local Government Area** - see previous section

### Address

For items in an urban location provide street number/s and street name. An item can have more than one address (eg. where alternate street frontages for the same property create multiple street addresses), however **ONLY ONE** can be identified as the Primary Address. All other addresses must be Alternate addresses.

For a place in a non-urban location, describe the locality as precisely as possible by providing the distance in suitable units (metres, kilometres etc.) from a recognisable point such as a road/track or river/creek or give the distance and direction from the nearest town where possible. e.g. 8km south of Campbelltown.

For a wreck site, describe the location of the place where the vessel was lost.

For a movable relic such as a ferry or train, record the location of the normal station or port where it may be found.

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For collections, record the location of the repository or register (where the collection is dispersed) of that collection.

### **Admin Code 1, 2 and 3**

These three fields can be used to record information that will not be included in the State Heritage Inventory held by the Heritage Branch. They are provided to enable you to enter related information about the item that may assist you in identification, management or tracking.

### **Property**

The property section includes a pick-list for Aboriginal Language Areas. A field to enter the area (if appropriate) in hectares. A field to add (if required) a detailed textural boundary description or a reference to a map. **NOTE:** For Conservation Areas you can add text "Refer to map" to refer users to a GIS or other boundary map.

### **Property Identifier**

If the property has identified land parcels these should be entered into this section by clicking on the **View or Add Parcels** button to pop up the form. Generally the Lot and Deposited Plan is the boundary of a heritage items.

### **Mapping**

Co-ordinates provide the means of locating the item on a map. Complete either Latitude and Longitude or the Map/Chart Reference Number using Eastings and Northings derived from Australian Metric Grid (AMG) maps. 1:25K maps should be where possible.

The following information should be provided:

- The map sheet name in full; eg SJ55-4 BEGA (Note the "55" indicates Zone 55)
- A single, full, metric grid reference in metres (eg 456900E 7778900N)
- Scale of the actual map used to determine the grid reference.

For more assistance on Grid References see **Appendix C**

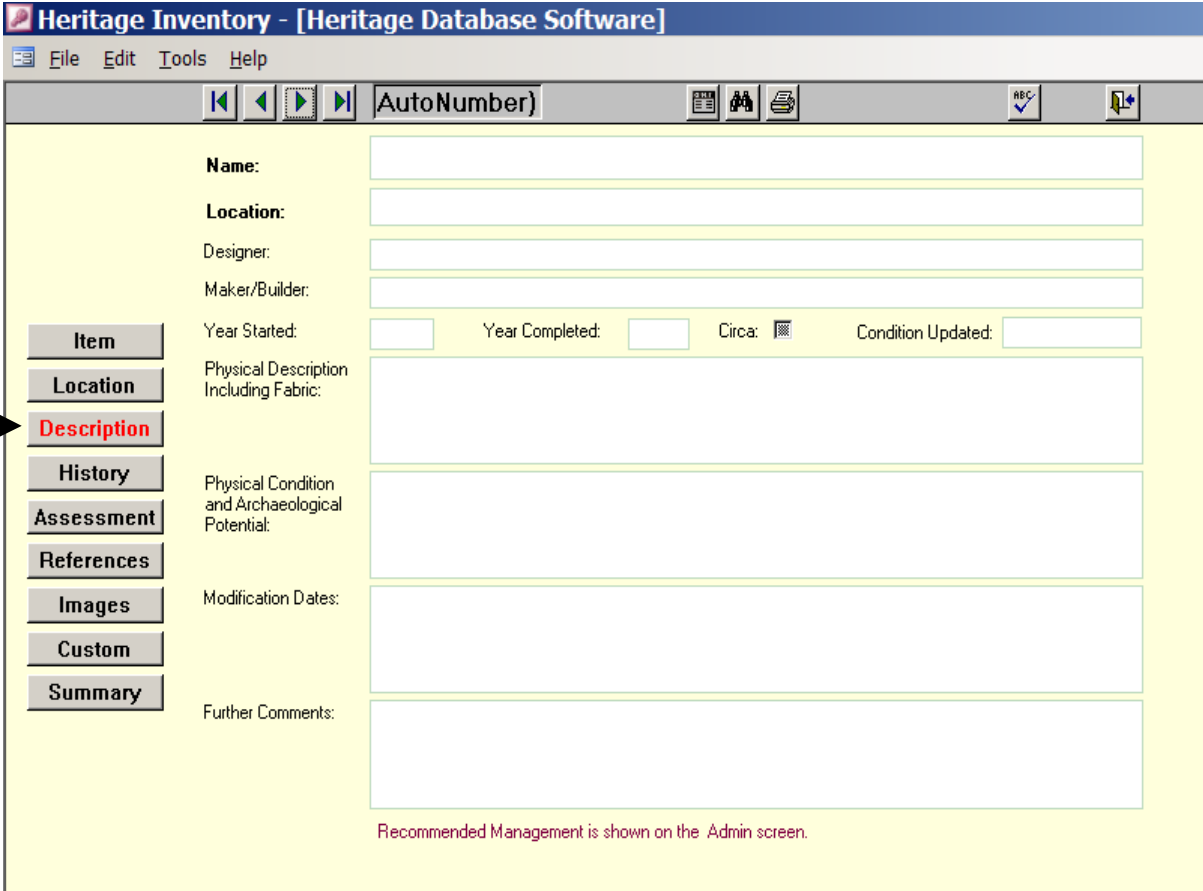
The types of location information required are not necessarily applicable to all items. Follow the guidelines below to ensure that the relevant information for each field is recorded.

### **Provision of location information for Aboriginal heritage items**

The heritage database software can be used for the identification and recording of Aboriginal heritage items. If you are identifying these items you must consult with the local Aboriginal land council, Elders & relevant Aboriginal community groups/organisations. To ensure the secure protection of sensitive cultural and historical information it is recommended that only general location information be entered into the heritage database software such as the suburb or town. Specific location information should be held at your office.

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## Description Screen



**Heritage Inventory - [Heritage Database Software]**

File Edit Tools Help

AutoNumber

Name:

Location:

Designer:

Maker/Builder:

Year Started:  Year Completed:  Circa:  Condition Updated:

Physical Description Including Fabric:

Physical Condition and Archaeological Potential:

Modification Dates:

Further Comments:

Recommended Management is shown on the Admin screen.

This screen contains descriptive information about the item. The field names may not exactly describe the information to be included for all items, but can still be used to record information. For example a tree will not have a designer, but the name of the person who planted it may be known, and this name could be entered in this field.

If construction was started and completed in the same year, enter that year in both date fields. Click on the Circa box when the year/s entered are approximate.

The physical description of the item should describe the item's main physical features, including the architectural style, surroundings and contents. Also describe the main material types and architectural style as this field will be used for searching.

Briefly describe the physical condition (excellent, good, fair, poor) or archaeological potential (high, medium or low). Note that evaluation of the integrity and/or authenticity of the item is carried out as part of the assessment process. List all significant modifications and relevant dates with a brief description including the level of any intrusion (considerable, some, little or none).

## History Screen

The screenshot shows the 'History' screen in the Heritage Inventory software. The window title is 'Heritage Inventory - [Heritage Database Software]'. The menu bar includes 'File', 'Edit', 'Tools', and 'Help'. The toolbar contains navigation icons and a text field labeled 'AutoNumber'. The main area is divided into sections: 'Name:' with a text input field; 'Location:' with a text input field; 'History' with a large text area for 'Historical Notes or Provenance:'. Below this is a table for 'Historic Themes' with columns for 'National Theme', 'State Theme', and 'Local Theme / Archaeological Question'. There is an 'Add a Theme' button. At the bottom, there is an 'Owner and Uses' section with fields for 'Owner:', 'Current Use:', and 'Former Use/s:'. A sidebar on the left contains buttons for 'Item', 'Location', 'Description', 'History' (highlighted with a red arrow), 'Assessment', 'References', 'Images', 'Custom', and 'Summary'.

This screen contains information about the history of the item. The historical notes should identify significant people, events, places and dates associated with the item. For movable or collection items include provenance information such as the location, operational environment, and/or environmental context of the item. The text should be written in clear readable English. Do not abbreviate words or sentences. Do not dot point the history by dates.

Fields are provided to record the Commonwealth, State and/or study themes for reference purposes. The **National themes** and **NSW State themes** are available by clicking on the **Add a Theme** button. This will pop up the selection box shown below.

**Note:** Useful documents on researching history can be downloaded from the Heritage Branch, Office of Environment and Heritage website [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)

## Heritage Database Software Version 4

**National, State and Local Themes...**

National Theme:	State Theme:	Local Theme (optional):
1. Environment 2. Peopling 3. <b>Economy</b> 4. Settlement 5. Working 6. Educating 7. Governing 8. Culture 9. Phases of Life	Agriculture Commerce Communication <b>Education</b> Environment - cultur Exploration Fishing Forestry (new theme Health Industry Mining Pastoralism Science Technology Transport	<b>Add New Local Theme</b>

N

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First select a National Theme. A selection of associated State Themes will then be provided in the next list. You are now able to add a local them by clicking on the **Add New Local Theme** button. The theme you add will now be associated with the National and State themes, and be available for selection in the future. That is, you only need to enter the Local Theme once, and then it will appear in the Local Theme selection list.

For archaeological items, research questions should be added in the 'Local Themes' field as they are associated with the State themes.

An item may have more than one theme or archaeological research questions.

See **Appendix D** for a full listing. Local theme/s may be the same as the State theme, but may also be more specific and can be entered as 'free text'. an item may have more than one State theme.

The **Owner** and **Uses** section contains fields for information that will change over time. This section should be completed if the information is available. If known, include the current and former uses of the item in the relevant fields.

## Heritage Database Software Version 4

### Assessment Screen

In New South Wales, heritage is assessed according to seven criteria (Historical, Association, Aesthetic/Technical, Social, research, Rarity and Representative). These details are entered into the Assessment Screen for each record.

The screenshot shows the 'Heritage Inventory - [Heritage Database Software]' window. The sidebar menu on the left includes: Item, Location, Description, History, **Assessment** (highlighted with a red arrow), References, Images, Custom, and Summary. The main form area contains the following fields:

- Name:
- Location:
- Assessment Criteria:
  - SHR criteria (a) [Historical]:
  - SHR criteria (b) [Association]:
  - SHR criteria (c) [Aesthetic/Technical]:
  - SHR criteria (d) [Social]:
  - SHR criteria (e) [Research]:
  - SHR criteria (f) [Rarity]:
  - SHR criteria (g) [Representative]:
- Integrity/Intactness:
- Assessed Significance:
- Integrity/Intactness Updated:

**Note:** For detailed guidance on assessment of significance see the guidelines Assessing Heritage Significance on the Heritage Branch, Office of Environment and Heritage website [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)

For detailed guidance on assessment of significance see the guideline Assessing Heritage Significance on the Heritage Branch, Office of Environment and Heritage website [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)

### CRITERIA FOR LISTING ON THE STATE HERITAGE REGISTER

The State Heritage Register is established under Part 3A of the Heritage Act (as amended in 1998) for listing of items of environmental heritage which are of state heritage significance.

## *Heritage Database Software Version 4*

To be assessed for listing on the State Heritage Register an item will, in the opinion of the Heritage Council of NSW, meet one or more of the following criteria:

- a) an item is important in the course, or pattern, of NSW's cultural or natural history;
- b) an item has strong or special association with the life or works of a person, or group of persons, of importance in NSW's cultural or natural history;
- c) an item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW;
- d) an item has strong or special association with a particular community or cultural group in NSW for social, cultural or spiritual reasons;
- e) an item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history;
- f) an item possesses uncommon, rare or endangered aspects of NSW's cultural or natural history;
- g) an item is important in demonstrating the principal characteristics of a class of NSW's
  - cultural or natural places; or
  - cultural or natural environments.

An item is not to be excluded from the Register on the ground that items with similar characteristics have already been listed on the Register.

<sup>1</sup> **environmental heritage** means those places, buildings, works, relics, moveable objects, and precincts, of state or local heritage significance (section 4, *Heritage Act, 1977*).

<sup>1</sup> **state heritage significance**, in relation to a place, building, work, relic, moveable object or precinct, means significance to the State in relation to the historical, scientific cultural, social, archaeological, architectural, natural or aesthetic value of the item (section 4A(1), *Heritage Act, 1977*).

Guidelines for the application of these criteria may be published by the Heritage Branch.

Note that if the item is considered of State Significance as the result of a study, then this should be recorded in the Studies section of the References Screen.

# Heritage Database Software Version 4

## References Screen

The screenshot shows the 'References' screen in the Heritage Inventory software. The interface includes a menu bar (File, Edit, Tools, Help) and a toolbar with navigation icons and an 'AutoNumber' label. The main content area is divided into several sections:

- Name:** and **Location:** input fields.
- References used for this item:** A list of fields for recording references: Author, Title, Year, Publisher, Page Nos, Repository, Type of Info (set to 'Written'), and Client Name. A record indicator shows 'Record: 1 of 1'.
- Heritage Studies which include this item:** Fields for Study Author, Study Title, Year, Number in Study, Inspected By, and Date. A 'Select Study' button is present. A red message states: 'You must select a study before entering information in the fields below.'

A red arrow points to the 'References' button in the left sidebar, which is highlighted in red.

There are two sections on this screen;

- **References** to record documents and other material used in the research and assessment of the item, and
- **Studies** to record heritage Studies in which the item is included. There may be any number of references or studies for each item.

### (a) References

The references section is used to record details about a specific report, conservation plan, book, article, video, painting etc and is referred to in the statement of significance, history, assessment and/or description.

The Harvard in-text referencing system is the method of referencing information contained within the History, Significance, Description and Assessment sections of each item entry. This would involve a reference in the body of the text

**(Bloggs 1990: 215)** (Author's surname published date: page number)

and a corresponding entry in the References list accessed through the References screen.

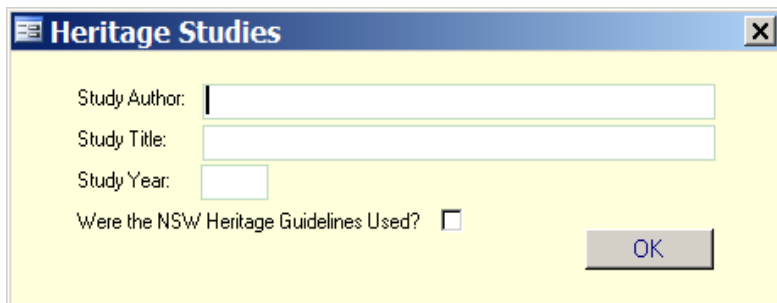
For more information on the **Referencing System** see **Appendix E**

### (b) Studies

Each heritage item can be included in one or more studies. The Studies section is used to record information about that document. The study may be geographical (Local Government Heritage Study) or thematic. You can also create your own studies list.

## Heritage Database Software Version 4

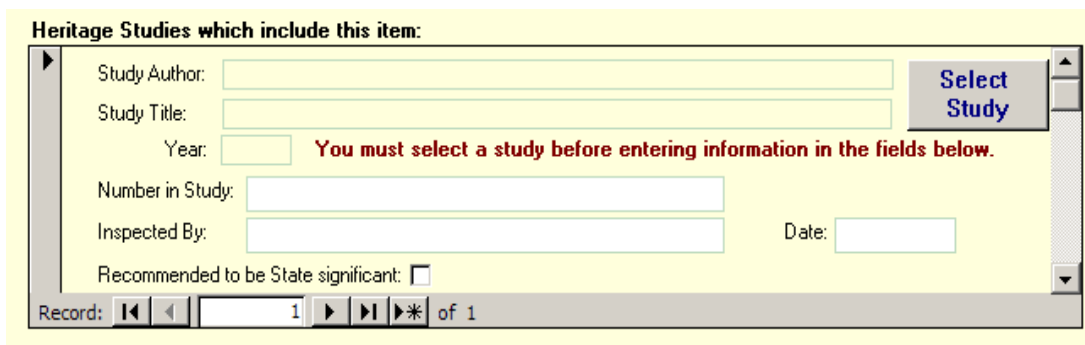
To select, edit or create a Study click on the Select Study button. This will present you with a list of existing studies to chose or you can select Add to add a new study. You will be required to enter the details in the screen below.



The screenshot shows a dialog box titled "Heritage Studies". It contains the following fields and controls:

- Study Author: [Text Input Field]
- Study Title: [Text Input Field]
- Study Year: [Text Input Field]
- Were the NSW Heritage Guidelines Used?
- OK button

Once a study appears on the study list, you can choose this study for any item. Within the individual item you will be asked to record item-specific information relating to the study ie Item Number, Inspected By, Date and whether the study indicated if the item was recommended to be of State significance (see below).



The screenshot shows a form titled "Heritage Studies which include this item:". It contains the following fields and controls:


- Study Author: [Text Input Field]
- Study Title: [Text Input Field]
- Year: [Text Input Field] **You must select a study before entering information in the fields below.**
- Number in Study: [Text Input Field]
- Inspected By: [Text Input Field]
- Date: [Text Input Field]
- Recommended to be State significant:
- Select Study button
- Record: [Navigation Buttons] 1 of 1

# Heritage Database Software Version 4

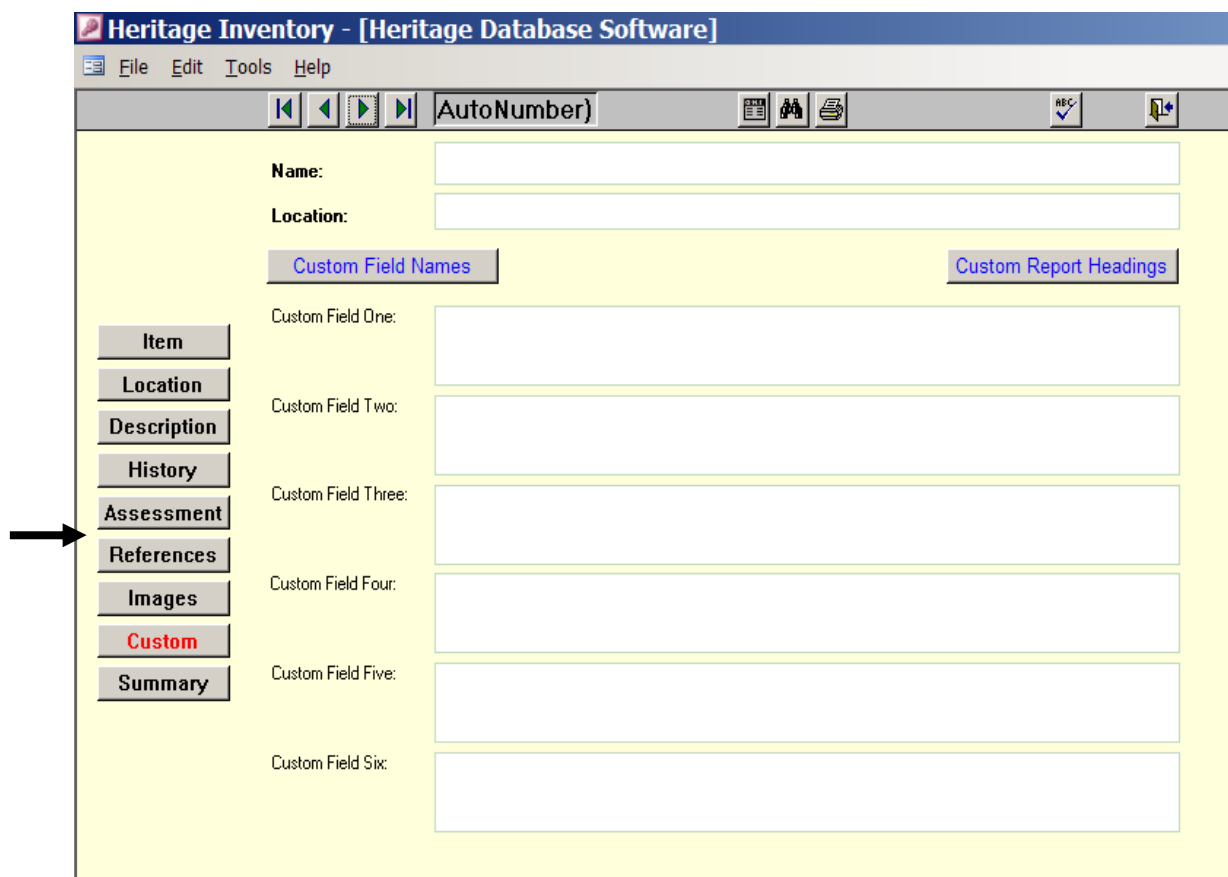
## Images Screen

There can be any number of images for a particular item. These may be photographs, maps, sketches, plans, illustrations. In fact any type of visual material. If you are using images taken by another party you must ensure you have copyright permission to reproduce the image.

Images must be saved in .jpg format. It is recommended, but not mandatory, that the images be resized to 640 pixels in length (depending on whether it has been taken in a portrait or landscape lay out). The creation of thumbnail images for display on the State Heritage Inventory on the internet will be completed by the Heritage Branch, Office of Environment and Heritage.

The name of the image must match the heritage database item number rather than descriptive words. Using the item number for the image file name will ensure that when images are transferred to the Heritage Branch, Office of Environment and Heritage for placing on the State Heritage Inventory the images will maintain their connection to the correct item. The final number added will distinguish between more than one image for the one item. e.g. **2450001b1.jpg**, **2450001b2.jpg**...where the item ID = 2450001 and 'b1' indicating it is the big picture image number one and .jpg indicates it is formatted as a jpeg image. Select the image type from the pick-list and add the image name e.g. **2450001b1.jpg** into the image file name field and  click on the camera to refresh the image.

Now add a caption and other image information. To add additional images click on the right arrow button at the bottom of the screen. The default image file path is set from the **Configuration Screen**. If images are to be stored in a different sub-directory, that sub-directory must be entered into the Image Path field. For further detailed image and scanning information see the **Installation Guide**.



# Heritage Database Software Version 4

## Custom Screen

The Custom Screen displays a set of six extra Custom Fields that can be used to record information that will not be included in the State Heritage Inventory held by the Heritage Branch. They are provided to enable you to enter related information about the item that may assist you in identification, management or tracking.

You can customise the field labels by clicking on the Custom Field Names button. This process can be repeated any number of times (to change the label) and will not affect the data you have entered. The changes will take effect when you next use this screen.

Report headings and footers can also be customised through the Custom Report Headings button. This enables you to set the Database Title, Headings and Footers that will be printed on your reports.

The screenshot shows the 'Heritage Inventory' software interface. The window title is 'Heritage Inventory - [Heritage Database Software]'. The menu bar includes 'File', 'Edit', 'Tools', and 'Help'. The toolbar contains navigation buttons, a text field with 'AutoNumber', and icons for calendar, camera, printer, and a checkmark. The main area has a yellow background with a sidebar on the left containing buttons for 'Item', 'Location', 'Description', 'History', 'Assessment', 'References', 'Images', 'Custom' (highlighted with a red arrow), and 'Summary'. The main area contains a form with fields for 'Name:', 'Location:', and six 'Custom Field' entries. There are also buttons for 'Custom Field Names' and 'Custom Report Headings'.

# Heritage Database Software Version 4

## Summary Screen

This screen provides a summary of information about the item, containing its name, address, type, physical description, historical notes or provenance, statement of significance and thumbnail image (if available).

Information on this screen is sourced from data previously entered on earlier screens. Information can also be entered or edited on this screen.

The screenshot shows the 'Heritage Inventory - [Heritage Database Software]' application window. The title bar includes 'File', 'Edit', 'Tools', and 'Help' menus. Below the title bar is a toolbar with navigation buttons (back, forward, search), a text field containing 'AutoNumber', and icons for printing, saving, and help. The main content area is a form with a left-hand navigation menu containing buttons for 'Item', 'Location', 'Description', 'History', 'Assessment', 'References', 'Images', 'Custom', and 'Summary'. The 'Summary' button is highlighted with a red border and a black arrow pointing to it from the left. The form fields include: 'Name:' (text box), 'Location:' (text box), 'Other Names:' (text box), 'Group Name:' (text box), 'Item Type:' (text box), 'Local Govt Area/s:' (dropdown menu), 'Item Group:' (text box), 'Item Category:' (text box), 'Year Completed:' (text box), 'Physical Description:' (text area), 'Historical Notes or Provenance:' (text area), 'Statement of Significance:' (text area), 'Assessed Significance' (dropdown menu), 'Endorsed Significance' (dropdown menu), and 'Date Updated:' (text box).

## Printing Reports

You can print reports from any screen by pressing on the Printer Button on the Icon Bar. This will open the Report Options Screen below. This screen contains the range of reports available.

First select **What to Print**. The two most common selections are:

- Current Item Only (the individual item that is highlighted in your search results); or
- Search Results (the entire search result)

Then select the **Report Layout** you wish the information to print out in.

- The **Study Reports** are preformatted and are either 1 or pages in length. If the information the field does not fit the preformatted box it will be cut.
- The **Full Reports** are preformatted and will expand or contract depending on how much information is in each field.
- To print the list of items as seen on the Search Screen select **List of Items - One line per item**.

Then click the **Print** button. You will be given the option to preview the report. This is advisable to ensure the layout and records are the ones you had intended. If not close the Window and reselect.

Printing  
button

# Heritage Database Software Version 4

## Administration Screen

**Heritage Inventory - [Heritage Database Software]**

File Edit Tools Help

AutoNumber

Name:

Location:

Assessed Significance:

**Recommendations**

	Management Category and Type	Date Updated
Recommended Management.	<input type="text"/>	<input type="text"/>

**Data Entry**

File Number/s:

Notes:  Tagged Item:  Available for Internet:

Source:  Data Entry Status:  Basic  Partial  Completed  Redundant

Entered By:  Date:  Updated By:  Date:

**Item**

**Location**

**Description**

**History**

**Assessment**

**References**

**Images**

**Custom**

**Summary**

**Admin**

You can record **Recommended Management** on this screen. Click on **View or Add** button to choose from a pick-list for both typical statutory and non-statutory recommendations and a text field for specific detailed recommendations.

**Management Controls and Requirements**

Select from the available Recommended Management options listed below, and/or type specific management recommendations in the lower text area.

Management Category and Type	Date Updated
<input type="text"/>	<input type="text"/>

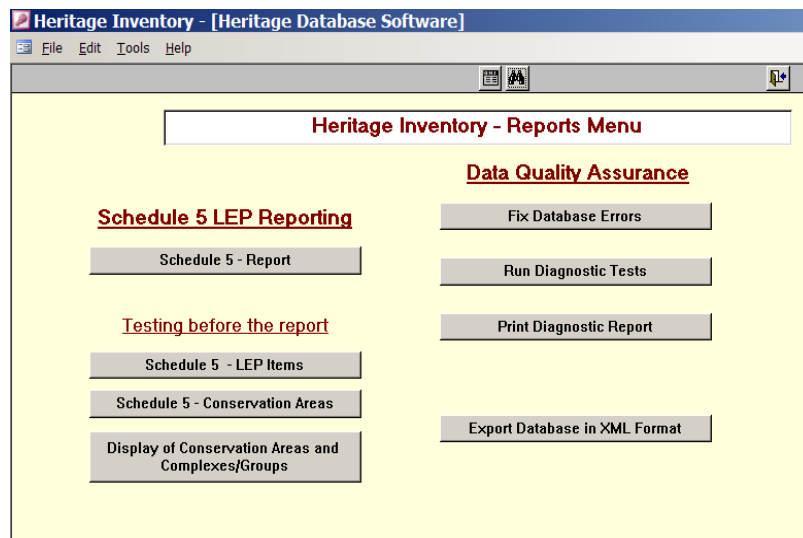
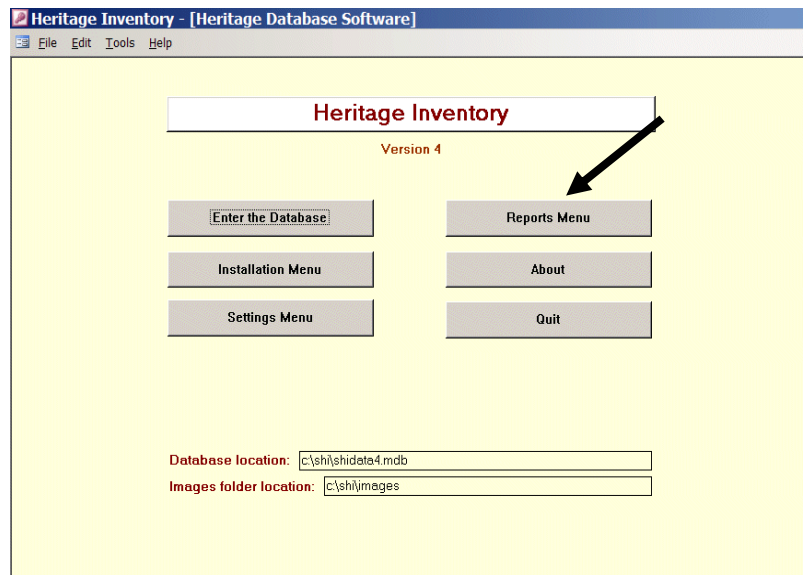
Recommended Management Text

You can also add hard copy file number, other notes and set the data entry status. The available for internet box can be checked for items that are statutory listed. This is double checked by the Heritage Branch.

# Heritage Database Software Version 4

## Reports Menu

An additional Reports Menu has been added to Version 4 of the Heritage Database Software.



**Schedule 5 – Report** - provides a pre-formatted print-out report of Schedule 5 of the Standard Instrument – Principal Local Environmental Plan.

### Testing before the report

**Schedule 5 – LEP Items** – shows you the items that will appear on the Schedule 5 Report. You can copy and paste this table into a Word or Excel document. If there are errors visible you should edit the Database in the normal manner.

**Schedule 5 – Conservation Area** – shows you the Conservation Areas in your database. If there are errors visible you should edit the Database in the normal manner.

**Display of Conservation Area and Complexes/Groups** – shows you the conservation areas and complex/groups in your database. If there are errors visible you should edit the Database in the normal manner.

# *Heritage Database Software Version 4*

## **PROVIDING YOUR DATA TO THE HERITAGE BRANCH**

Once you have finalised the entry of your data into the database, it is ready to submit to the Heritage Branch for inclusion of those items identified as statutory listed (local environmental plans, regional environment plans and s170 registers) in the State Heritage Inventory available on the Heritage Branch website.

Prior to sending your data you should check that fields are entered correctly and that any information is properly referenced and images are acknowledged and copyright has been approved. It is recommended that printed samples be sent to the Heritage Branch for review and feedback. If conducting your study with an external consultant we suggest that you obtain ownership of copyright on all text and images at an early stage.

You should also ensure that you have formal clearance to do so to enable us to enter a data distribution agreement with your organisation or the commissioning organisation. This agreement will spell out the terms and conditions of the Heritage Branch and the Data Provider to the time of data transfer. (A copy may be sighted on request.)

To provide your data to the Heritage Branch you will need to send us a copy of you database file (initially named **shidata4.mdb**) and all your images in the **images** folder.

The format used to transfer the file to the Heritage Branch will depend on the size of the database file and images, whether you can compact them and the hardware you have available to you. The Heritage Branch can use any of the following methods:

### ***Email***

Where your email system can attach files, you can email you data to the Heritage Branch. This will work for many databases with a maximum of around 2MB in size or larger if compacted first. It is recommended that you compact databases prior to sending to both speed up the transfer and to make the data less likely to be damaged during transit. The recommended compaction tool is ZIP (available on most PCs or as a download on the internet). Note that most email programs place a limit of the size of file attachments allowed. Please email to [stewart.watters@planning.nsw.gov.au](mailto:stewart.watters@planning.nsw.gov.au)

### ***CD ROM or DVD***

Burn the files to a CD ROM or DVD. CD ROMs can fit up to 650MB of data and DVD ROMs can fit up to 4.5 GB of data. Please post to the postal address below marked to the attention of Stewart Watters.

### **UPDATES**

Version updates are available from the Heritage Branch, Office of Environment and Heritage website at: <http://www.heritage.nsw.gov.au/software>

### **FEEDBACK**

Your feedback is encouraged for improvements to future releases. All published material and software are copyright the Heritage Branch, Office of Environment and Heritage.

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