



Heritage Branch

# BC Register of Historic Places Data Entry Template

*Tips on using the Access template to create and submit register records to the BC Register of Historic Places (BCRHP) and Canadian Register of Historic Places (CRHP)*

## DOWNLOADING THE DATA ENTRY TEMPLATE:

The data entry template for BCRHP records was developed for the Heritage Branch by fishAbility (<http://fishability.biz/main>). You can download the current version (2010 December) directly from the fishAbility website at: <http://fishability.biz/main/clients/BCRHP>.

Download and save the template in a new folder on your hard drive, using a filename that identifies your project. Close the template after downloading and reopen it to test.

## USING THE DATA ENTRY TEMPLATE:

When the template opens, you will see the first of two sample records that can be used as a guide to entering your own data. You can scroll through these records using the “Record” controls at the bottom left corner of the template form.

After the two sample records, you’ll find a blank form where you can start entering data for each of your own new records. There are two views of the data: “Mandatory” and “Full Record.” You can toggle between these views using the buttons near the top of the form. The Mandatory view displays the fields that **must** be completed in order to submit a new historic place to the BC and Canadian Registers of Historic Places. The Full Record view shows the mandatory fields as well as some additional fields. These are optional, but you are encouraged to fill in as many as possible.

Begin entering historic place data into the first blank record. Leave the “Unique Provincial ID” field blank; the BC Registrar will assign each site a permanent number later. Some fields are text fields (Description, Heritage Value, etc.); others have drop-down pick lists (Function Type, Theme, etc.) Save changes by clicking on the “Save” icon at the very top of your screen. Create a new record for each individual historic place.

The Comments and Information section is included for local governments to use as they wish. Data entered in this field is not added to the BC or Canadian Registers of Historic Places.

You can single click in any field and use Shift F2 to zoom to a larger display of that field’s contents. Note that many fields have character limits. For example, the Heritage Value and Character-Defining Elements fields have 4000-character limits, including spaces.

You can double click in any field within the template to display instructions from the BC Register of Historic Places Data Dictionary. These are the “data entry rules” that govern the type and format of data that should be entered in each field. The Data Dictionary is also available for download on the fishAbility website at

<http://fishability.biz/main/clients/BCRHP> or by contacting the BC Heritage Branch at the address below. You may find it helpful to have this document at hand while preparing your register records.

The BCRHP Data Dictionary is compatible with the CRHP Documentation Standards Handbook, so that the BC Registrar can export records directly from the BC Register to the publicly-accessible Canadian Register of Historic Places website at <http://www.historicplaces.ca/en/pages/register-repertoire.aspx>.

## **ENTERING DATA ABOUT IMAGES AND LINKS:**

Click the “Add Images or Edit List” button to display a sub-database where you can record information about the images you are submitting with each individual register record. (The images themselves are submitted separately on a disk as explained below.)

At least one image should be submitted with each record, and you are encouraged to include up to three images for each historic place. Ideally, the set of images would include:

- an exterior view,
- a close up of a significant feature, and
- a historical image if available.

Images should be in JPEG format, 72 dpi, 500 pixels in longest dimension. Please provide a date, a source and a catalogue or accession number for each image. Ensure you have copyright for (or permission to use) all images so that we can add them to the BC Register and publish them on the publicly-accessible Canadian Register of Historic Places website at <http://www.historicplaces.ca/en/pages/register-repertoire.aspx>. Keep a record of all copyright permissions in your files, as any inquiries will be directed to your office.

If you wish to use any images from the BC Archives, these must be entered as links, so please provide URLs for these images. The BC Archives website is at <http://www.bcarchives.bc.ca/bcarchives/default.aspx>. Additional links to other websites providing further information about the historic place can be listed in the Links table.

## **PRINTING YOUR RECORDS:**

You can print individual records by clicking on the “Print” button near the top left side of the form. Right click on the print preview to bring up a menu of choices including “Print.” You can print all the records in your set in the same way, by clicking on the “Print All” button near the top right side of the form.

Note that if the “Mandatory” view is open, only the mandatory fields will print; if the Full Record view is open, all fields will print.

## **PROVIDING LOCATION AND BOUNDARY DATA:**

Precise location and boundary data are essential if the place is to be listed correctly on the BC and Canadian Registers. A historic place may include a single legal lot, more than one legal lot, or part of one or more lots. Please provide maps, aerial photos or shapefiles that clearly indicate the boundaries of the area included in the formal recognition. Maps and aerial photos may be submitted in hard copy or electronic form.

## HOW TO SUBMIT RECORDS TO THE BC REGISTER:

Data quality is the responsibility of the local government, and the BC Registrar may require corrections and/or more information to complete the record, so be sure to review the prepared records carefully before submitting them to Heritage Branch. You are welcome to send questions and/or draft records to the BC Registrar for advice prior to submitting the final versions.

When you have finished entering all your records into the template, check that you have completed all mandatory fields for each record by clicking on the check-mark icon near the top of the form. Delete the sample records using the “Delete Sample Records” button located near the top of the form. Save your record set by clicking on the “Save” icon at the very top of your screen. Close the Access database.

Copy the records onto a disk. Copy the images (in JPEG format) onto the same disk and clearly label the disk with the name of your local government, the name of your project and the date. Include the required shapefiles, maps and/or aerial photos showing the boundaries of each site.

Mail the package, with a covering letter, to:

Susan Green  
A/Registrar of Historic Places  
Heritage Branch  
Ministry of Tourism, Trade and Investment  
PO Box 9818 Stn Prov Govt  
Victoria BC V8W 9W

## FOR FURTHER INFORMATION:

For information on creating Community Heritage Registers and writing Statements of Significance, please refer to the following resources:

*Canadian Register of Historic Places - Writing Statements of Significance*

<http://www.historicplaces.ca/en/pages/resources-ressources.aspx>

*Heritage Branch – Fact Sheets*

<http://www.tca.gov.bc.ca/heritage/library/library.htm>

## CONTACT:

BC Heritage Branch  
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Victoria, BC V8W 9W3

**Susan Green, A/Registrar**  
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[Susan.J.Green@gov.bc.ca](mailto:Susan.J.Green@gov.bc.ca)

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# GLOSSARY

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## **British Columbia Register of Historic Places (BCRHP)**

The British Columbia Register of Historic Places is the official provincial listing of historic places that have been formally recognized for their heritage value by the provincial or a local government.

## **Canadian Register of Historic Places (CRHP)**

The Canadian Register of Historic Places is a national listing of historic places across Canada. The CRHP is essentially a register of registers and includes nominations from local, provincial, territorial, and federal government heritage registers.

## **Data Dictionary**

The Data Dictionary for the British Columbia Register of Historic Places (BCRHP) and the Canadian Register of Historic Place (CRHP). This data dictionary: defines and describes the metadata elements that comprise a record about a historic place; describes the relationship between the Documentation Standards, the XML Schema and the public interfaces of the CRHP; and explains how the data will be used by the BCRHP and CRHP systems.

## **Documentation Standards**

The Canadian Register of Historic Places: Documentation Standards Handbook. This handbook sets out the Canadian Register Documentation Standards. It describes the procedures for nominating historic places to the Canadian Register, and the procedures for listing, updating, and de-listing. It also describes the roles and responsibilities of the Federal, Provincial and Territorial Registrars.

## **Historic Place**

A historic place is a structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value by an appropriate authority within a jurisdiction.

## **Local Government Registrar**

The local government staff person responsible for maintaining the Community Heritage Register and for reporting heritage enactments to the Province. Often this will be the planner responsible for the heritage program, but this depends on local arrangements.

## **Record**

A complete set of required data compiled for each historic place. Each record includes identification, location, and formal recognition information, description information (which includes the Statement of Significance), image(s), documentation, and administrative information.

## **Statement of Significance**

The portion of each record that identifies the description, heritage value, and character-defining elements of a historic place.