

## **BC Register of Historic Places Access 2000 Data Entry Template**

*Tips on using the Access 2000 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 Access 2000 data entry template for BCRHP records was developed for the Heritage Branch by *fishAbility* (<http://fishability.biz/main>).

You can download the current version (2006/03/23) directly from the Fishability website at: <http://fishability.biz/main/clients/BCRHP>.

You can also get to the template from the *fishAbility* home page at <http://fishability.biz/main> by clicking on *Special Projects – BC Register of Historic Places* in the sidebar at the right.

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

### ***Using the data entry template:***

When the template opens, only the Mandatory fields are displayed. You can click on the “Full Record” button to display “Complete Information” (all fields). Click on the “Mandatory” button to return to viewing the Mandatory fields.

Fill in the data entry template for the first register record. Leave the **Unique ID (from Registrar)** field blank – the BC Registrar will assign each site a permanent number later. Save the record. Continue for each site.

For each record, make sure that all Mandatory fields are completed and fill in as many of the additional fields in the Full Record view as possible.

The template contains four sample records that you can use as a guide to data entry. When you have entered all your data into your own records, and prior to submitting your records to the BC Registrar, you can delete the sample records using the “Delete Sample Records” button at the upper left corner.

Some fields are text fields (Description, Heritage Value, etc.) Others have drop-down pick lists (Function, Theme, etc.)

Double click on 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. You and your consultant should use the *Data Dictionary* as a guide to proper entry of data. Note that not all fields require the dictionary. The full *Data Dictionary* document is available by contacting the BC Heritage Branch at the address below. You may find it helpful to have this document on 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 BCRHP to the publicly-accessible Canadian Register of Historic Places website at [http://www.historicplaces.ca/visit-visite/rep-reg\\_e.aspx](http://www.historicplaces.ca/visit-visite/rep-reg_e.aspx). The full *Documentation Standards* publication is available for download on the Historic Places website at [http://www.historicplaces.ca/protect-proteger/doc-lib\\_e.aspx](http://www.historicplaces.ca/protect-proteger/doc-lib_e.aspx).

The quality of data 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 from your consultant before submitting them to the BC Registrar. If corrections are needed, you can then have the consultant do these prior to final sign-off on your project. You are welcome to submit questions and/or draft records to the BC Registrar for comment prior to submitting the final versions.

### ***Entering data about images:***

Click the “Images” 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 outlined below.)

At least one image should be submitted with each record, and you are strongly 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.

JPEG format is preferred. Make sure that 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 (<http://www.historicplaces.ca> ). Keep a record of all copyright permissions in your files, as any inquiries will be directed to your office. Please be sure to provide us with a date and a catalogue or accession number for each image.

If you wish to use any images from the provincial archives (BCARS), please provide URLs (links) for these images. The BCARS website is at <http://www.bcarchives.bc.ca/bcarchives/default.aspx>.

***How to submit records to the BC Register:***

When you have finished entering all your data into the template, save the Access records in your electronic filing system. Copy the records to 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. Print hard copies of the Access records to accompany your disk. Include a covering letter.

Precise location and boundary data are essential if the site is to be listed correctly on the BC and Canadian Registers. Include aerial photos and/or maps clearly indicating the location and boundaries of each site. These may be in hard copy or electronic form. Note that a site may include a single legal lot, more than one legal lot, or part of one or more lots.

Mail the package to:

Neil Wilton  
BC Registrar of Historic Places  
Heritage Branch  
Ministry of Tourism, Culture and the Arts  
PO Box 9818 Stn Prov Govt  
Victoria BC V8W 9W

***For further information:***

Neil Wilton  
BC Registrar  
250-356-1435  
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Heritage Register Officer  
250-387-2262  
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