Training: **Selecting Records for Know Your Place**

Sharing your information with Know Your Place takes just a few simple steps, but deciding on what records to add and preparing the relevant information, is a crucial bit of work which will take a bit more time.

1)   Reviewing what you've got

Firstly, review the material you are thinking of adding to check if it is suitable. Ask yourself:

- Does it have a geographical association that can be mapped?

- Is it the best example to showcase your collections & stories?

- Has it been digitised?

- Are you prepared to publish an image of it?

- Do you hold its copyright, or do you have the copyright holder's permission?

2) Preparing information to go into the record

Once you are satisfied with the answers to these questions, you can prepare to add records. To get your material ready before you go online you will need:

- Object Title & Collections information

- Detailed description

- Object condition

- Contact Information

- Any attachments e.g. jpeg

- Have an address or historic location to search for

Top Tip: You will find it quicker and easier for uploading records to have all this information to hand before you start, especially if you are adding more than one record in one session, so use a table or spreadsheet as a template in which to add collection items data to the relevant fields.

3) Locating where it should go – Now you're ready to go onto Know Your Place.

Step 1 – Go to www.kypwest.org.uk and click on the map or county name to open the map.

Step 2 – Search for the location and use the Basemaps menu and to select and compare historic maps nearest the object's date.

Step 3 – Be sure! Check and check again until you are happy that you have the right location

Top Tip: Before adding your new record to Know Your Place, it is worth reviewing the information that has already been added to the Community Layer in your area to avoid duplicating what is already there.

Go to Know Your Place by opening http://www.kypwest.org.uk and clicking on the map or name

4) **Contributing** - Ready to add your record onto Know Your Place?
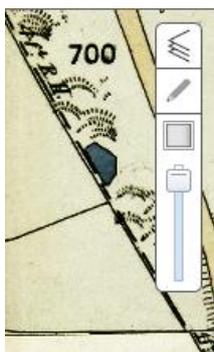
Step 1 - **Confirm that you the right location**

Move around and zoom in on the Know Your Place map to find the exact location that you would like to add information about.

Step 2 – Pick up the Pencil

Click on the 'Pencil' icon at the top right of the screen. This activates the 'contribute' function on the website.

Step 3 – Pick the location

Click on the location where you would like to add information. This will create a pop-up box which says 'Create a new record here'. Click on the words to open up the contribution form.
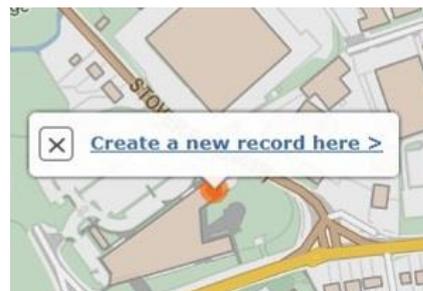
Step 4 – Fill in the Record form

Fill in the different fields on the contribution form with the heritage information you would like to share. Be as specific and detailed as possible, and please leave your name and an email address so we can contact you if we have any queries about your information. (Your email address will not be shared).

You can add attachments, such as an image, film or audio file, or a hyperlink to related information by clicking on the 'Browse' button and selecting your material.

Step 5 – Confirm you have copyright

This is really important. By ticking this box, you confirm you have the copyright of the record you are adding, or that you have the permission of the copyright holder to put this in the public domain. If not, you could be in breach of copyright and your record may not be published.

Remember, "if in doubt, leave it out".

Step 6 - **Submit your entry**

When you are happy that your contribution form is ready to be published, click on the 'Submit' button. If you want to delete your draft form, click 'Cancel' instead.

Once you click 'Submit' an acknowledgement message appears, which will tell you when you can expect your contribution to appear on Know Your Place. It has been sent to your local Historic Environment Record Officer for checking and approval before it goes online.

Go to Know Your Place by opening http://www.kypwest.org.uk and clicking on the map or name