



Know Your Place West of England

Information for Museums

A) About the project

1. What is Know Your Place West of England?

A digital heritage mapping project to help you to explore your neighbourhood online through historic maps, images and linked information.

Know Your Place West of England is a heritage project running from July 2015 to December 2016 funded by the Heritage Lottery Fund and a number of partner organisations across the West of England to create a public website, bringing digitised historic maps together into a single online portal where users can explore a geographic area and how it has evolved over time and add information about 'their place', mapping local heritage.

2. Who is involved?

This project is a collaboration with a wide range of organisations participating across the region, with more partners being added as we go along.

This is an extension of the successful [Know Your Place – Bristol](#) mapping project which was established in 2011 and has been going strong since. The project will build on the Know Your Place website coverage of the city of Bristol, and extend it to include historic digital maps of the counties of South Gloucestershire, Gloucestershire, Wiltshire, Somerset, North Somerset and Bath & North East Somerset.

The *Know Your Place – West of England* project will provide unprecedented online access to maps of the historic landscape of the region, to which users will be able to contribute information – building a rich and diverse community map of local heritage for everyone.

3. What are the project's aims?

We are being funded to achieve the following for the Heritage Lottery Fund:

- To scan, digitise and geo-reference historic maps from Gloucestershire, South Gloucestershire, Wiltshire, Somerset, North Somerset, Bath and North East Somerset.
- To expand the existing 'know Your Place' Bristol website to include historic maps from the West of England area.
- To recruit and train volunteers.
- To deliver basic conservation of fragile maps.
- To create a mobile app.
- To create an exhibition to be toured to venues.
- To deliver a range of heritage learning activities including talks and presentations, a blog, heritage walks, school resource packs and oral histories.
- To upload condition surveys of heritage assets to the website.

B) About the Map

1. How do I use it?

After a few minutes of simple instruction, Know Your Place is easy to use. Follow this [hyperlink](#) to read some tips on 'Getting started' to get the best out of Know Your Place.

The website allows you to compare several different 'layers' of maps simultaneously, giving a 'before and after' picture of how the area has developed over time.

2. What maps will be added?

For the historic counties of Gloucestershire, Wiltshire and Somerset we will be adding:

- Tithe maps (c.1840s);
- Enclosure maps (c.18th-19th C, excluding Wiltshire);
- OS maps (25" 1st, 2nd, 3rd / revised editions c.1880s – 1930s);
- OS Town Plans (1:500, c.1890s);
- Goad Fire Insurance plans for Bristol, Bath & Gloucester (late 19th C); and
- National Grid sheets (c.postwar-1965).

These have been carefully selected to ensure we provide as broad and comprehensive cover of the whole region we can over approx. 5-6 'layers' and c.120 years, and include the most popular map series that are used for research.

For the first time, these maps will be digitised and stitched together to provide a seamless 'layer' of coverage of the area that you can navigate around, zoom into and search within.

3. My area doesn't appear on Know Your Place at the moment. When will I see this?

The project will be adding information onto Know Your Place on a county-by-county basis, starting with South Gloucestershire in January 2016, followed by Wiltshire, Gloucestershire, Bath & North East Somerset, Somerset and North Somerset, with the aim to have the entire region 'live' and online by the end of July 2016.

4. What other information will be available on Know Your Place?

Historic Environment Record data from local authorities, historical research by individuals and groups, collections information from heritage organisations and contributions by local people. Collaborative projects have added 1000s of points of local information to the website so far.

5. What is the audience size of Know Your Place at the moment?

Know Your Place Bristol website receives an estimated 800 visitors every month.

Within days of being launched, people were adding information and images onto the Bristol site about the history of their neighbourhood. There are now hundreds of entries on the community layer.

C) Getting Museums involved

1. How can museums get involved?

The second phase of the project (Spring to Winter 2016) will begin adding user-generated content onto Know Your Place, launching a project website and portal for the map, and develop a small touring exhibition made up of interactive displays and digital maps for project partner venues to put on display between Autumn 2016 and Summer 2017.

Professionals in the region's museums, galleries, archives, libraries and planning departments will be able to use Know Your Place as a digital platform for their collections and data, signposting website users to their rich local heritage and the services they provide.

Know Your Place will offer a platform for museums to represent their local collections and any heritage projects with associated multimedia (images, audio, film etc.).

2. I have maps in my collection. Can these be added to Know Your Place?

The project will provide 5-6 base layers of historic maps onto Know Your Place to provide comprehensive cover for the regions of Gloucestershire, Wiltshire and Somerset. Although Know Your Place is a mapping project, not every map fits the project's purposes and it is highly unlikely that maps from individual museums' collections would be suitable for addition to the base layers for the region.

While we aren't able to add large scale individual maps of a region, larger scale maps in your collection can still be added as part of your collection information layer, viewable as a jpeg.

3. How much does it cost to take part?

Know Your Place will be a free resource accessible anywhere with internet connection – from public libraries to personal smartphones and it is free to upload information to the website.

The project costs are covered by an award of £379,800 by the Heritage Lottery Fund, with generous match-funding and in-kind support from local authorities and heritage groups in the region, including £5,000 match-funding from the lead partner, South Gloucestershire Council.

The design and building of the website, as well as data hosting, is covered by project funding – and site hosting is covered for at least five years after project completion in December 2016.

4. What are the benefits for my museum?

The most valuable part of the project for museums is that Know Your Place provides a free digital platform for your collection, which has the potential to reach a large online audience of people researching the West of England.

Museums have the opportunity to add a carefully curated 'community layer' with their own stories and multimedia, which will then be available on this public platform. This could

represent an entire collection, be thematic, or highlight the breadth and depth of collections with a selection of items that can be geographically mapped.

Once the website is up and running, we will be inviting the public to add heritage information of their own, to help map the community value of heritage in the area. This could provide invaluable information relating to collections and their wider context.

5. Who owns the copyright of material added to Know Your Place?

All the base layer maps (Tithe, Enclosure, OS etc.) have been supplied under licence from the relevant regional archive, the British Library and the National Library Scotland. Work that the project has done to the maps supplied by regional archives to prepare them for the website is the copyright of the project and will be gifted or licenced back to them as a legacy of the project.

All the HER data has been selected and published by HER officers across the region.

For information added to the community layer, responsibility for copyright rests with the individuals or organisations that are contributing the data. Through the process of adding information, individuals and organisations are giving Know Your Place permission to publish it.

All contributors are therefore asked to confirm that they are the copyright holder, or have permission from the copyright holder for what they are sharing. If there is any doubt, their contribution will not be added to the public website. We ask all contributors to provide a contact email address in the event that there is a query over copyright.

6. The project runs until December 2016. What happens to Know Your Place after that?

The 'Know Your Place' digital resource will be hosted until 2021, which means museums and users can still access it to upload multimedia or to view the site, but its success depends on its users.

We want a lasting legacy for Know Your Place, and want the project to build a firm foundation for it to be embraced and adopted as a research or storytelling tool by researchers, heritage organisations and general public alike.

D) Support & Resources

1. Is funding available to take part?

Know Your Place does not offer any direct funding for museums. However, we may be able to help you recruit volunteers for specific Know Your Place activity, or to borrow equipment for digitisation. We would be happy to discuss ways to help you get what you need so get in touch to find out more.

HLF, who fund 'Know Your Place', is keen that this project be considered as a digital platform for other heritage projects they support, so being involved may open the door to linking to other funded projects you are developing or are already delivering.

2. What should I consider when planning my project?

First, get in touch and talk to us about what you would like to do. We may be able to help clarify what would suit you in a quick conversation.

Secondly, review your collections and identify whether there are individual artefacts or larger collections that could be added to Know Your Place. You should select items based on whether they lend themselves to digitisation (i.e. digital photography, video or audio), or if they already are digitised.

Consider the following questions:

- are they associated with a specific geographical location e.g. photograph of a street view, geographically located?
- do you have clear accession information that states the provenance and relation to the location?
- do you have copyright permission to digitise / share this information, including any image you take of the item?
- Do you have regular resource of staff or volunteers, to work on this project? When, and for how long are they available? Tailor your project to fit your resource. If time is tight then consider taking our "10 Objects Challenge" and add just ten items to showcase your collection.

If you've entered 'yes' to all or most of the questions, then your project could work well with Know Your Place West of England.

3. Where can I get advice and help when planning to digitise a collection?

Sarah Madden, Digital Engagement Officer for the South West Museums Development Partnership, is available to advise all Accredited museums (or those working towards) who are planning digital projects. You can contact Sarah by email (sarah.madden@bristol.gov.uk) or by phone on 0117 35 25615.

For advice on digitising collections objects, the Collections Trust has a number of useful resources on their website. The following links might be a helpful starting point:

<http://www.collectionstrust.org.uk/collections-link/going-digital/digitisation>

<http://www.collectionstrust.org.uk/collections-management-systems/item/13596-digitisation-planning>

<http://www.collectionstrust.org.uk/collections-link/collections-management/spectrum/spectrum-dam-resources>

From Spring 2016 we will be developing further resources to help museums participate, as well as recruiting volunteers for a range of roles. Get in touch if you would like us to find you volunteers for a Know Your Place project, to support the museum in digitising or uploading collections.

4. I am interested in taking part in the project. How do I get started?

Get in touch! We are happy to hear from anyone interested in finding out more about the project, what you would like to add to Know Your Place, and what you might need to do it.

Drop us an email to: KYPWestofEngland@southglos.gov.uk for an informal conversation and advice on how you might like to get involved.

Follow the project on Twitter: [@KYPWestEngland](https://twitter.com/KYPWestEngland) and on Facebook at: [Know Your Place - West of England](https://www.facebook.com/KnowYourPlaceWestofEngland). Visit the project website at www.kypwest.org.uk.