



Know Your Place West of England

Information for museums, archives, libraries & researchers

A) Using Know Your Place

1. Use Know Your Place yourselves

We are inviting heritage organisations around the West of England to use Know Your Place as a free research tool and online platform to map and promote their collections information. Know Your Place will be mapping the West of England region throughout 2016 and the website is free and easy to use.

2. How do I use it?

After a few minutes of simple instruction, Know Your Place is easy to use. To help get the best out of Know Your Place, we encourage you to watch our film tour and helpful instructions, found [here](#).

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. You can also switch on and off layers of information data that have been added as points on the map, including archaeological data, museum and archival collections, and public contributions.

3. 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 Bristol Know Your Place website so far, giving a tantalising glimpse of how useful a resource it could become in your area.

The more people that use it, the richer it will become.

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

Within days of being launched back in 2011, people were adding information and images onto Know Your Place Bristol about the history of their neighbourhood. There are now hundreds of entries on the community layer and the website receives an estimated 800 visitors every month. At the last count, there have been 1307 public submissions added.

Know Your Place Bristol also now hosts 7055 images added by volunteers from the city archives, plus 76 oral histories, film clips and a growing number of collections from the Library and museums service.

Visitor figures for Know Your Place South Gloucestershire, which launched in January 2016, are similar.

B) Getting Involved

There are lots of ways in which you can join in the project.

1. Use Know Your Place as a tool for your work

For starters, we encourage individuals, groups and organisations around the West of England to visit Know Your Place and discover how it will be useful to you as a free research tool to help with your work. Take advantage of the instructions, articles and other resources available to help you [Explore the Map](#).

The project is developing free downloadable learning materials to enable schools, families and youth groups to use Know Your Place too, so you might like to consider incorporating these into your outreach and learning activities where appropriate.

2. Share your collections on Know Your Place

We invite all professionals in the region's museums, galleries, archives, libraries and planning departments to use Know Your Place as a free digital platform for your collections and an additional way to signpost website users to the rich local heritage and services you provide.

Think of Know Your Place as a virtual exhibition, where you can share selected information about artefacts, archives, film and oral histories that you choose, and interpret why your selected items are so important to telling the story of your local heritage. The aim is to help audiences gain a deeper understanding about heritage across our area.

Adding records is easy and anyone can do it. The project team can provide you with training workshops, resources and even recruit volunteers to help you select items and add them onto Know Your Place.

3. Take 10 Challenge

Tailor your project to fit your resource. If time is tight or you don't feel ready to take on a big project right now, start with something small, like our Take 10 Challenge.

It's simple: add 10 collection items onto Know Your Place in 10 days, and help us build a rich, shared map of our local heritage.

Just let us know when you want to take part and we will track your progress and publicise your organisation and additions to Know Your Place to our users.

4. Loan digital items to our Touring Exhibition

We are developing an interactive touring digital exhibition which will tour the region from October '16 to March '17, exploring how local heritage creates our sense of place.

We want the exhibition to have as wide a reach and coverage of the area as possible. We are looking for heritage partners to help shape the exhibition by supplying stories and digital images / film / audio from your collections to be included in the exhibition content.

These materials will appear on a web-app and on the exhibition touch screens that will visit 12 venues and target new audiences for heritage over a six month period. The web-app will also be accessible remotely, and be available for up to 5 years following the project.

5. Host our Touring Exhibition

We are also looking for venues across the region to host the temporary exhibition, a cutting-edge display of interactive touchscreens embedded in a free-standing wi-fi enabled unit approx.6ft cubed in size, which would be displayed for up to 2 months per location.

The exhibition will require access to a domestic power supply, local wi-fi, and someone to switch on and off at opening / closing times.

6. Tell others about us

Anyone can contribute to Know Your Place. So please tell your colleagues, volunteers, visitors and supporters about this free resource available to all. The more people using it and sharing their research on it, the better it will become.

7. 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 Know Your Place has mapped your area, we will be inviting the public to add heritage information of their own, to help map the community value of your local heritage. This could provide invaluable information relating to collections and their wider context.

8. 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 will be secure for at least five years after project completion in March 2017.

C) Support & Resources to help

1. 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, how you would like to get involved, and what help you might need to do it.

Drop us an email with your contact details to: KYPWestofEngland@southglos.gov.uk for an informal conversation and advice on getting started.

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.

2. Is funding available?

Know Your Place does not offer any direct funding for museums. However, we can provide free training workshops and resources and there may be equipment available to community projects that you could borrow. We can also help you recruit volunteers for specific Know Your Place activity. If there are other ways you think we might be able to help, get in touch for a friendly discussion.

Our funders, the Heritage Lottery Fund, have indicated they are keen that Know Your Place be considered as a digital platform that can be used by other heritage projects too. If you would like Know Your Place to be an output for material planned in an upcoming project, we would be happy to support you in your funding application with a letter of support and an exploration of ways we can collaborate.

3. 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. See our contact details above.

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), if they already are digitised or interpreted as part of an exhibition.

4. Here's a simple checklist for choosing records:

Consider the following questions:

- Do they have a geographical location and provenance that can be mapped?
- Are they good examples of your collection?
- Do you have copyright permission to share this information?
- Are you prepared to publish an image, film or audio file?

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

5. Where can I get advice when planning to digitise my collection?

The Digital Engagement Officer for the South West Museums Development Partnership has

online resources, a West of England Copyright Forum and a Digital Engagement Officer available to advise all Accredited museums (or those working towards) who are planning digital projects between now and 2018.

Digital Engagement Officer Sarah Madden: sarah.madden@bristol.gov.uk / 0117 35 25615 / www.southwestmuseums.org.uk/september-update-digital-engagement-officer/

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

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

For guidance on Copyright and your responsibilities, read our [Copyright Guidance](#).