



NATIONAL INVENTORY
of ARCHITECTURAL HERITAGE

HANDBOOK

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INTRODUCTION

The National Inventory of Architectural Heritage (NIAH) is a state initiative under the administration of the Department of Housing, Local Government and Heritage. It was established on a statutory basis under the provisions of the Architectural Heritage (National Inventory) and Historic Monuments (Miscellaneous Provisions) Act 1999. Its purpose is to identify, record, and evaluate the post-1700 architectural heritage of Ireland, uniformly and consistently, as an aid in the protection and conservation of the architectural heritage. It is intended that the NIAH will provide the basis for the recommendations made by the Minister for Housing, Local Government and Heritage to the elected members of the local authorities under Section 53 of the Planning and Development Act 2000. The surveys are also an educational and research resource. It is hoped that the work of the NIAH will increase public awareness of, and foster an appreciation for the post-1700 architectural heritage of Ireland.

BACKGROUND

1. Granada Convention

The Council of Europe, in Article 2 of the 1985 Convention for the Protection of the Architectural Heritage of Europe (Granada Convention), states that '*for the purpose of precise identification of the monuments, groups of structures and sites to be protected, each member State will undertake to maintain inventories of that architectural heritage*'. The Granada Convention emphasises the importance of inventories in underpinning conservation policies. The NIAH was established in 1990 to fulfil Ireland's obligations under the Granada Convention, through the establishment and maintenance of a central record, documenting and evaluating the architectural heritage of Ireland.

Article 1 of the Granada Convention establishes the parameters of this work by defining *architectural heritage* under three broad categories of Monument, Groups of Buildings, and Sites.

- Monument: all buildings and structures of conspicuous historical, archaeological, artistic, scientific, social or technical interest, including their fixtures and fittings;
- Group of buildings: homogeneous groups of urban or rural buildings conspicuous for their historical, archaeological, artistic, scientific, social or technical interest, which are sufficiently coherent to form topographically definable units;
- Sites: the combined works of man and nature, being areas which are partially built upon and sufficiently distinctive and homogenous to be topographically definable, and are of conspicuous historical, archaeological, artistic, scientific, social or technical interest.

The Council of Europe's definition of architectural heritage allows for the inclusion of structures, groups of structures and sites which are considered to be of significance in their own right, or which are of significance in their local context and environment. The NIAH believes it is important to consider the architectural heritage as encompassing a wide variety of structures and sites as diverse as post boxes, grand country houses, mill complexes and vernacular farmhouses.

2. Record of Protected Structures

The Planning and Development Act 2000 requires each planning authority to compile and maintain a Record of Protected Structures (RPS). The RPS is a mechanism for the statutory protection of the architectural heritage and forms part of each planning authority's development plan. The Minister for Housing, Local Government and Heritage may recommend structures to the planning authorities for inclusion on the RPS. Sites/structures/groups of structures rated as being of Regional importance or above are included in the Minister's recommendations.

3. Surveys

The NIAH Surveys form a baseline of information. The *Core Data Index to Historic Buildings and Monuments of the Architectural Heritage* was recommended by the Council of Europe in 1992 to identify categories of information necessary to record structures and sites of architectural and historic interest. The Core Data Index and the practice and methodologies of other member states of the Council of Europe have been reviewed and adapted to suit an Irish context. The NIAH Surveys therefore have the minimum information necessary to uniquely identify, record, and evaluate a structure, group of structures, or site. The NIAH Surveys are intended to identify, record and evaluate a representative sample of the range of sites that merit protection. They contain concise, basic descriptions. They allow for further information to be added over time. The number of sites to be recorded in a particular area will be specified in the tender documentation.

METHODOLOGY

Introduction

Sites to be recorded will be identified by NIAH staff.

Recording and editing involves:

- Carrying out fieldwork on the ground and inspecting each site;
- Completing datafields, including Summary Description and Appraisal, for each site in the NIAH Online Database;
- Taking a set of high-quality digital photographs of each site, numbering the photographs and completing the relevant datafields in the NIAH Online Database;
- Checking and correcting, as necessary, the point for each site in the NIAH Online Mapping Application;
- Controlling and editing of records for consistency, grammar and spelling;
- Re-entering of corrected data;
- Delivery of finalised data in appointed time.

Completed records, photographs and mapping are returned to the NIAH for checking at intervals throughout the recording and editing process. Incomplete, incorrect and/or unsatisfactory records will be returned to the Contractor for immediate correction.

Surveys are published on the NIAH website: **www.buildingsofireland.ie**

The NIAH databases, photographs, maps, and any other information gathered in the course of any inventory, will remain the property of the Government of Ireland and copyright of all this collected information will be the property of the Government of Ireland.

Site Identification

The NIAH will identify sites to be recorded. The Contractor will be provided with a digital map showing the locations of the sites to be recorded. Subsidiary structures should be described in the same record as the principal structure if they would not in themselves warrant a Regional Rating.

Sites identified by the NIAH are, on initial assessment, deemed to warrant at least a Regional Rating. If, however, the Recorder disagrees with this assessment, the site should still be recorded, a lower Rating should be selected, and the reasons for giving the site a lower Rating should be set out in the General datafield of the NIAH Online Database.

If a site has been demolished or very significantly altered since it was identified by the NIAH, and thus is no longer worth protecting, a basic record should still be made and a photograph or photographs taken in order to clearly demonstrate its altered state.

Access to Sites

Access is generally not an issue in built-up or urban areas, where almost all sites will be visible from the street, and from where it should be possible to make a record. However, access to sites in private grounds can be more difficult and, in addition to private houses, this may also include barracks, institutions or schools where there are security considerations. Some preliminary planning by the Contractor, possibly including initial site visits, will be required at the start of the contract period to identify such sites and prepare a strategy for access.

The Contractor will be supplied with copies of a Letter of Notification and/or an information leaflet at the outset of the fieldwork and, as part of the strategy for access, will carry out a mail drop at the beginning of each week for sites being recorded the following week. This should allow the owner or occupier of each site sufficient time to digest the contents of the letter and/or information leaflet, make contact with the NIAH for clarification, and arrange an appointment if necessary. The first mail drop will be carried out as part of the Trial Survey.

In the event of access being refused, the Recorder should take a photograph of the entrance gates and the details of the site, and the grounds for refusal, should be entered in the Site Access Report to be submitted to the NIAH on a weekly basis. The Recorder should include relevant details, such as a name and telephone number, to enable the NIAH to contact the owner and arrange access.

The NIAH does not insist on access to the interiors of private properties. However, the Recorder should make a record, written and photographic, of the interiors of all public buildings where public access is readily available. These include churches, city halls/town halls, courthouses, cultural institutions (galleries, libraries, museums, theatres, etc.), department stores and hotels. Historic commercial interiors, those found in public houses and shops, are increasingly rare and should be recorded where they have been identified.

The NIAH will, in some instances, specify interiors of private properties to be recorded. These will usually be country houses and/or grand townhouses. These interiors will be specified in the tender document and the recording will be carried out with the permission of the owner. Photographs of interiors of private properties are published by the NIAH only with the prior consent of the owner.

THE RECORD

Introduction

The record made of a site consists of three parts:

1. **The written record** - NIAH Online Database datafields, including description and heritage appraisal, to be completed.
2. **The photographic record** - Digital photography, including numbering and processing.
3. **The mapping record** - Points in the NIAH Online Mapping Application to be checked and corrected as necessary.

1. THE WRITTEN RECORD

NIAH Online Database

- The NIAH will provide access to the NIAH Online Database for data entry.
- Contractors will be required to have a minimum of a 5MB broadband line.
- The NIAH Online Database has been developed for use **solely** with **Microsoft Edge**.
- Access to the NIAH Online Database can only be guaranteed during normal working hours (8.30-18.00) Monday to Friday. There may be occasional downtime to allow for essential maintenance and upgrades outside of these hours.
- The NIAH will not accept liability for the loss of time in the event of users' internet connectivity outages and, accordingly, will not compensate for this time. Without exception, any extra days which will be required to complete the data entry will be at the exclusive expense of the Contractor.

Each datafield in the NIAH Online Database and how it should be completed is set out below.

REGISTRATION NUMBER

The Registration Number is a unique identifier for each site recorded. This eight-digit number is allocated by the NIAH.

LOCATION

The Location datafield is the address for the site. It is to be as precise as possible. The Location datafield for sites in urban areas will comprise the postal address. The Location datafield for sites in rural areas will often comprise the Townland only.

The Location datafield includes the following datafields: *Name, Previous Name, Number, Street Name 1, Street Name 2, Town, Townland 1, Townland 2, Townland 3, Townland 4, Planning Authority*.

Name

Only permanent proper names are acceptable in the Name datafield, e.g. *Castletown House* or *Athboy Presbyterian Church*, and commercial names which are subject to change, e.g. *Dooly & Doyle Chartered Accountants* or *Spar*, should not be used. Descriptive names, e.g. *Limestone Steps* or *Thatched House*, should not be used and the Name datafield should be left blank in such cases.

Previous Name

Original or previous proper names associated with the site are entered into the Previous Name datafield. For example, a site originally known as *Ballybeg Glebe*, but now known as *The Old Rectory*, will have *The Old Rectory* entered into the Name datafield and *Ballybeg Glebe* entered into the Previous Name datafield. The Previous Name datafield can also be used for alternative

spellings. For example, a site originally known as *Bellevue*, but now known as *Belle View*, will have *Belle View* entered into the Name datafield and *Bellevue* entered into the Previous Name datafield.

Subsidiary structures, if recorded separately, should be given the same Name and/or Previous Name as the principal structure, e.g. *Ballymahon House*, and the Recorder should not use descriptive names such as *Ballymahon House Folly* or *Ballymahon House Gate Lodge*. Therefore, all of the structures forming part of a country house estate – the country house, outbuildings, gate lodges and gateways – will all be given the same Name and/or Previous Name and, likewise, all of the structures forming part of a barracks, college, institution, or other complex, will be given the same Name and/or Previous Name.

Number

The street number of the site is entered into the Number datafield. The street number should follow the street number on the building and/or on the Ordnance Survey map.

Street Name

Two datafields are dedicated to the Street Name, however, in the majority of cases only one will be completed, e.g. *Main Street*. Two Street Name datafields should be completed where the site forms part of a named terrace in a named street, e.g. Street Name 1 *Florence Terrace* and Street Name 2 *Glebe Street*. Two Street Name datafields should also be completed where the site is on the corner of two named streets, e.g. Street Name 1 *High Street* and Street Name 2 *Distillery Lane*, and the name of the street on which the front door is found is entered into the Street Name 1 datafield while the name of the street on which the side elevation is found is entered into the Street Name 2 datafield.

Town

The name of the town or village is entered into the Town datafield. **For the purposes of the Survey of Dublin City the Town datafield will include the postal district number, e.g. *Dublin 2, Dublin 6W*, etc.**

Townland

Each site will be given a Townland selected from a dropdown menu. The relevant Townland will be identified in italicised capital letters on the Ordnance Survey maps. In some cases the site will cover more than one townland, e.g. a bridge or canal, and in such cases the names for each Townland will be selected from the dropdown menu. **The Townland datafield will be left blank for the Surveys of Dublin City.**

Planning Authority

Each site will be given the name of the relevant Planning Authority selected from a dropdown menu.

The spelling of all Names, Previous Names, Streets and Towns should follow the spelling on the Ordnance Survey maps.

The Recorder may be aware of an alternative or obsolete name that may apply to any of the Location datafields, e.g. *O'Connell Street* which was originally known as *Sackville Street*, and the Recorder will make a note of such alternative or obsolete names in the General datafield.

MAP INFORMATION

The Map Information field comprises four sections:

- Map Type is selected from a dropdown menu.

- Sheet is completed by entering the Sheet Number from the relevant digital map provided by the NIAH.
- Town ID, where applicable, is completed with reference to a list provided by the NIAH.
- Site No is completed by entering the relevant last digit(s) from the Registration Number of the site, e.g. 5, 23, 746.

CLASSIFICATION

The NIAH Classifications are selected from a series of interactive dropdown menus.

Original Type – should be used to describe the original use of the site based on the evidence presented by the site.

Additional Use – should be used in cases where the site is or was used simultaneously for a number of different uses. For example, an urban building may have been purpose-built with commercial space on the ground floor and residential accommodation on the upper floors. The secondary use, rather than the main use, should be selected from the Additional Use dropdown menu. Additional Use may also be used in connection with *In Use As* described below.

Historical Use – should be used in cases where the Recorder has been able to identify a former use of the site. For example, a country house may now be in use as a hotel, but was used as a secondary school in the intervening period, and *educational>second level education>school* should therefore be selected from the Historical Use dropdown menu.

In Use As – should be used to describe the present use of the site based on the evidence presented by the site. In Use As should not be completed if the site is disused or vacant, however, if the site is undergoing redecoration or repair, and is temporarily out of use only for the purpose of those works, it is not appropriate that it is described as disused or vacant and the relevant In Use As should be selected.

The Recorder may come across a site for which no appropriate Classification is available in the database. The Classification datafields should be left blank and the details of the site should be entered in the General datafield in order to facilitate an update of the NIAH Classifications.

DATE

The Date takes the form of two datafields: *Date From* and *Date To*. Both datafields must be completed. The smallest date bracket should be used where possible. The date bracket should be rounded out to the nearest 0 or 5.

For example, in the case of a site built in 1881, the date bracket should appear as Date From 1880 and Date To 1885 and 'built in 1881' should appear as part of the Summary Description datafield. If an exact date of construction is based on a date stone/plaque the Summary Description should say 'dated 1881'. The source used to ascertain an exact date of construction, e.g. a date stone/plaque or owner information/secondary source, should be entered in the General datafield and all date stones/plaques should be photographed and their locations noted.

However, in the majority of cases the Recorder may not be able to give an exact date of construction and an estimated date of construction, and a broader date bracket, may be given. Therefore, a date bracket of Date From 1820 and Date To 1840 may be given for a site described in the Summary Description as 'built c.1830'. This will demonstrate that the date of construction is estimated to be about 1830, based on stylistic evidence or other factors, but with a date bracket of ten years either side of that date. Date brackets of forty years, i.e. twenty years either side of an estimated date of construction, should only be used in exceptional circumstances. Limited date brackets are particularly important when describing modern sites.

The Recorder may be describing a multi-period site, originally built in 1843 and subsequently altered or extended in 1904, and the Date and date bracket should describe the original structure. The Summary Description should make clear that the original structure was built in 1843 and subsequently altered or extended in 1904. If, however, the later alteration or extension is the most significant architectural feature, the Date and date bracket should be

formatted accordingly, e.g. Date From *1900* and Date To *1905*, and the Summary Description should make clear that the structure of 1904 abuts/incorporates the fabric of a structure of 1843. Many eighteenth- and nineteenth-century country houses, farmhouses, cathedrals and churches have medieval fabric at their core and these should be given an eighteenth- or nineteenth-century date, an appropriate date bracket, with the medieval fabric described in the Summary Description.

SUMMARY DESCRIPTION

The Summary Description should read as a succinct, objective and accurate record of the physical form and detail of the site. For the sake of consistency, the NIAH has developed a preferred methodology for describing sites, the detail of which is set out below. It should be noted that it may not be possible to describe all sites using this format. Bridges, graveyards, harbours, monuments and street furniture are just a small number of the types of sites recorded which cannot be readily described using the NIAH preferred methodology for describing sites. However, where at all possible, the preferred methodology for describing sites should be followed as closely as possible. Examples of completed records can be examined on the NIAH website: www.buildingsofireland.ie.

The length of Summary Description will be dictated by the scale and complexity of the site. A church or country house will normally require a detailed Summary Description whereas a post box or waterpump may require only two or three lines.

The Summary Description should, where at all possible, follow the following format and order:

1. Location or "Place in the World"
2. Distinguishing elevational or plan features where applicable
3. Number of bays and number of storeys, including *attic* and/or *over basement*, where applicable
4. Architectural style where applicable
5. Original type
6. Date of construction or estimated date of construction
7. Historical or subsequent use(s) with corresponding date(s) where applicable
8. Current use and additional use(s) where applicable
9. Alterations/extensions/renovations in a chronological order with corresponding dates where applicable
10. Roof
11. Walls
12. Openings
13. Interior
14. Site
15. Subsidiary structures if not being recorded separately

1. Location or "Place in the World"

Terraced - should be used where buildings are constructed as part of a defined group or set piece, having common dividing walls, sharing a common building line, and usually to the same or similar design.

End-of-terrace - should be used where the building terminates a defined group or set-piece.

Semi-detached - should be used where the building or buildings are constructed as part of a defined pair to the same or similar design.

Attached - should be used where the building is attached to another building in an *ad-hoc* grouping or pairing but is not terraced, end-of-terrace or semi-detached.

Detached

Freestanding - should only be used when describing monuments or street furniture.

2. Distinguishing elevational and plan features where applicable

The plan form and characteristics of the site should be described, e.g. *Cruciform*, *Gabled*.

3. Number of bays and storeys, including *attic* and/or *over basement*, where applicable

The number of bays and storeys, e.g. *two-bay single-storey* or *four-bay three-storey over basement*, summarises the vertical and horizontal divisions of the site.

The number of bays on a complex site, or a site built on an irregular plan, may be difficult or impossible to interpret and, in such cases, the site may be described as *multiple-bay*.

The basement and/or habitable attic are to be included in the description of the storeys.

The term *basement* applies when all of the basement accommodation is located wholly below ground. The terms *part raised basement* and *raised basement* apply when the basement accommodation is located partly or wholly above ground.

The term *dormer attic* applies when all of the habitable accommodation in the roof space is located above eaves level and, in such cases, the site is described as *three-bay two-storey house with dormer attic*.

The term *half-dormer attic* applies when the habitable accommodation in the roof space springs from below eaves level and, in such cases, the site is described as *three-bay two-storey house with half-dormer attic*. The NIAH does not accept or use the term *one-and-a-half-storey house* as this suggests an incomplete or truncated site.

4. Architectural style where applicable

Architectural style is included only where the Recorder is confident that the style is being correctly used. For example, *Georgian* should only be used to describe sites which were built during the reigns of the four King Georges and which exhibit stylistic features typical of that period. *Georgian-style* should be used to describe sites exhibiting stylistic features of the Georgian period but which were constructed outside that period. This rule applies to all other architectural styles and where architectural styles are used, whether they be Georgian, Victorian or Edwardian, they should be refined to *early Georgian*, *High Victorian*, or as otherwise appropriate.

Architectural style is not applicable in the case of vernacular sites. However, vernacular houses may be classified as being either direct-entry or lobby-entry in plan. Direct-entry houses are identified externally by doorways at a remove from the line of the chimney while lobby-entry houses are identified externally by an alignment or close alignment of the doorway and chimney.

5. Original type

The original type is to be entered, e.g. house, school, Church of Ireland church. The term *cottage* should be avoided when describing vernacular sites and the Recorder should use the terms *farmhouse* or *house* as appropriate.

6. Date of construction or estimated date of construction

The date the Recorder has assigned to the site follows directly after the original type, e.g. *warehouse, built c.1870*. If an exact date of construction is based on a date stone/plaque the Summary Description should say *dated XXXX*. The date stone/plaque should be photographed and the inscription fully transcribed in the General datafield.

7. Historical or subsequent use(s) with corresponding date(s) where applicable

Any known historical or subsequent use(s) of the site should be entered in the Summary Description datafield together with the corresponding date(s), e.g. *warehouse, built c.1870, later in use as mill, c.1940*.

8. Current use and additional use(s) where applicable

The current use and any additional use(s) are to be entered in the Summary Description datafield, e.g. *warehouse, built c.1870, later in use as mill, c.1940. Now in use as shop and apartments*.

9. Alterations/extensions/renovations in a chronological order with corresponding dates where applicable

All alterations/extensions/additions are to be entered in the Summary Description datafield in a chronological order together with the corresponding date(s).

10. Roof

Descriptive details of the roof, its form, finishes and related elements are to be entered in the Summary Description datafield. This information should follow the sequence of form; covering; ridge tiles; chimneystacks; bargeboards/eaves, rainwater goods.

11. Walls

Descriptive details of the walls, their finish(es) and related elements are to be entered in the Summary Description datafield. This information should include the finish, surface decoration where applicable, and the substrate where discernible, e.g. *lime rendered walls* or *roughcast coursed rubble limestone walls with red brick quoins to corners*.

12. Openings

Descriptive details of the windows and door openings, their forms, fittings and related elements are to be entered in the Summary Description datafield. This information should include shape (*-headed*); the material of sills/steps; the material of head and/or architraves/dressings; and the material of the fittings and description of relevant patterns, e.g. *six-over-six timber sash windows* or *tongue-and-groove timber panelled door*.

13. Interior

The recording of interiors should follow a logical sequence and, irrespective of the building type, should begin with the first room entered from the grounds or street followed by the remainder of the principal rooms in a clockwise fashion. The Recorder is not required to describe rooms of minor importance such as stores or water closets.

14. Site

Descriptive details of the setting of the site in a landscape and/or streetscape are to be entered in the Summary Description datafield together with descriptions of the gates/walls if they are not being recorded separately, e.g. *Set back from line of street with cast-iron railings to front* or *Set in landscaped grounds with gravel forecourt*.

15. **Subsidiary structures if not being recorded separately**

The descriptions of subsidiary structures should where at all possible, follow the format and order of the principal structure. It is not sufficient to simply state *outbuildings to rear* or *derelict stable block to site*.

NOTE:

- Rough compass points, e.g. *east* or *west*, should be used instead of descriptive terms, e.g. *left-hand side*.
- Subjective terms, e.g. *small*, *tall*, *long*, *short*, should be avoided.
- Only the most basic level of information is required for recent additions and/or extensions unless they contribute to the architectural heritage interest of the site.

APPRAISAL

Summary

The Appraisal should draw attention to the essential character and significance of the site and persuade the reader of its merits. It should identify the reasons for the Categories of Special Interest and Rating attached to the site but should not read as a repeat of the Summary Description. It is making the case for the protection of the site and should be written in plain English.

Writing the Appraisal

When writing the Appraisal questions to consider include:

- *Is it the design, detail or designer that makes it important?*
- *Is it unusual or rare in any way?*
- *Does it retain much of its original fabric?*
- *Is it important because of its interior or setting?*
- *Does it, in the case of an industrial site, still have its original machinery?*
- *Does it share any characteristics or details with other sites in the survey?*
- *Does it have any important historical, cultural, or social associations with the area, an individual or event?*
- *Is the site part of an overall design for the area?*
- *Is it part of an important complex/group/terrace or streetscape?*
- *Is it part of a group of buildings by the same architect or for the same patron in the area?*

This list, though not exclusive, gives an indication to the approach to writing the Appraisal.

The scale and complexity of the building will dictate the appropriate length of the Appraisal.

The overall tone of the Appraisal is crucial and the language and phrasing should be carefully considered. It should not be a list of the surviving elements of the original fabric. Comments which may reflect on the owner should never be made.

Comments must be accurate. For example, before stating that a particular site is a 'rare early surviving example of a XXXX in the area', the recorder should ensure that it is indeed rare or an early example.

CATEGORIES OF SPECIAL INTEREST

The notes below explaining the Categories of Special Interest are from ***Architectural Heritage Protection Guidelines for Planning Authorities*** (2011) published by the Department and available to download [here](#).

Introduction

The Planning and Development Act, 2000, defines the architectural heritage to be structures or parts of structures which are of ***Architectural (A), Historical (H), Archaeological (Ag), Artistic (Ar), Cultural (C), Scientific (Sc), Social (So) or Technical (T)*** interest. The Categories of Special Interest can be seen as a list of criteria to be considered when evaluating a structure. The categories are not mutually exclusive and a structure may be attributed with several of the categories. The majority of sites/structures/groups of structures included in NIAH surveys will be considered to be of Architectural (A) or Artistic (Ar) interest, however, on rare occasions a structure of no architectural or artistic interest may be included based solely on its historical, archaeological, cultural, scientific, technical or social interest.

Architectural interest

The characteristics of architectural interest may be attributed to a structure or part of a structure with such qualities as the following:

- A generally agreed exemplar of good quality architectural design;
- The work of a known and distinguished architect, engineer, designer or craftsman;
- An exemplar of a building type, plan-form, style or styles of any period but also the harmonious interrelationship of differing styles within one structure;
- A structure which makes a positive contribution to its setting, such as a streetscape or a group of structures in an urban area, or the landscape in a rural area;
- A structure with an interior that is well designed, rich in decoration, complex or spatially pleasing.

Historical interest

The notion of historical interest underpins a general belief that it is worthwhile to preserve and conserve structures, sites and information from past centuries. The level of importance of the historical connection and its relationship to the existing fabric of the structure should be assessed. The historical interest relating to a structure or parts of a structure may be identified in various ways.

- A structure may have historical interest as the location of an important event that occurred in, or is associated with it, or by its association with a historic personality. Some events or associations may be so important that the place retains its significance regardless of subsequent alteration. Where an otherwise unremarkable structure has historical associations, it may be more appropriate to commemorate the association with a wall-mounted plaque. Where the decision is difficult, it is helpful to discover whether other buildings connected with the personality or event still exist (and if they are protected) and to make an assessment that takes account of the value of such a group;
- A structure may have influenced, or been influenced by, a historic figure. Important people may have lived in the structure or have been otherwise associated with it – for example its patron, designer or builder. Places in which evidence of an association with a person survive, in situ, or in which the settings are substantially intact, are of greater significance than those which are much changed or in which much evidence does not survive;
- Historical interest can be attributed where light is thrown on the character of a past age by virtue of the structure's design, plan, original use, materials or location;
- A structure may be a memorial to a past event;
- A structure itself may be an example of the effects of change over time. The design and fabric of the structure may contain evidence of its former use or

symbolic meaning. This may be the case with former gaols or churches that have since changed and, in so doing, illustrate a historic development;

- Some fixtures and features may survive, for example in consistory courts and courts of law, that are important evidence of former liturgical or legal practice and may have special historical interest for that reason;
- Some unusual structures may have historical or socio-historical interest, for example, early electricity substations, "Emergency"-era lookout posts or sentry boxes. Although not yet of popular heritage significance, such structures can nonetheless have special historical and social interest;
- Special historical interest may exist because of the rarity of a structure. Either few structures of an identifiable type were built at a particular time, or few have survived. In either case, the extant structure may be one of the few representative examples of its time that still exists in the national, regional or local area. The rarity of surviving examples of a building type can ensure that special historical interest accrues to them. A planning authority should give careful consideration to protecting any examples of rare structures in its area, bearing in mind the degree to which past interventions may have altered their character.

Archaeological interest

Special archaeological interest is essentially defined by the degree to which material remains can contribute to our understanding of any period or set of social conditions in the past (usually, but not always, the study of past societies). The characteristic of archaeological interest in the context of the RPS must be related to a structure. Structures of special archaeological interest may also be protected under the National Monuments Acts.

Structures can have the characteristics of both archaeological and architectural interest as these are not mutually exclusive. For example, the party walls or basements of houses of later appearance may contain medieval fabric and reveal information of archaeological interest. The standing walls of a sixteenth-century towerhouse will have both characteristics of interest. Fragments of early fabric, including carved or worked stone, may have been re-used in later buildings giving these structures archaeological significance as the current context of historically significant material. A complex of industrial buildings may have archaeological interest because of its potential to reveal artefacts and information about the evolution of industry that may be useful to archaeologists, historians and the public.

Artistic interest

Special artistic interest may be attributed to a structure itself, or to a part of a structure, for its craftsmanship, design or decoration. Examples could include:

- Examples of good craftsmanship;
- Decoratively carved statuary or sculpture that is part of an architectural composition;
- Decoratively-carved timber or ceramic-tiled shopfronts;
- Ornate plasterwork ceilings;
- Decorative wrought-iron gates;
- Religious art in a place of public worship such as the Stations of the Cross or stained-glass windows;
- Fixtures and fittings such as carved fireplaces, staircases or light-fittings;
- Funerary monuments within a graveyard;
- The relationship of materials to each other and to the totality of the building in which they are situated, if these have been designed as an ensemble.

For an artistic work to be given protection under the Act, its degree of annexation to the structure should be taken into account. If the work of art is effectively fixed to the structure, it can be considered a part of the structure and therefore protected.

Cultural interest

The characteristic of cultural interest permeates the architectural heritage and can, in the broadest terms, include aesthetic, historic, scientific, economic or social values of past and present generations. Special cultural interest apply to:

- Those structures to which the Granada Convention refers as 'more modest works of the past that have acquired cultural significance with the passing of time';
- Structures that have literary or cinematic associations, particularly those that have a strong recognition value;
- Other structures that illustrate the development of society, such as early schoolhouses, library buildings, swimming baths or printworks. If these associations are not related to specific aspects of the physical fabric of a structure, consideration could be given to noting them by a tourism plaque or other such device.

Scientific interest

The scientific interest, or research value, of a structure will depend on the importance of the data involved and on its rarity and/or quality. Its scientific interest should also be assessed as to how well it represents the area of research in question and the degree to which the structure may contribute further objective information. For example:

- The results of scientific research may be seen in the execution of the structure;
- The materials used in the structure may have the potential to contribute to scientific research, for example extinct pollen or plant species preserved in the base layers of ancient thatch roofs;
- The structure may be associated with scientific research that has left its mark on the place, such as early Ordnance Survey benchmarks carved into stonework.

Social interest

The characteristic of special social interest embraces those qualities for which a structure, a complex or an area has become a focus of spiritual, political, symbolic or other sentiment to any group of people. A community may have an attachment to a place because it is an essential reference point for that community's identity, whether as a meeting place or a place of tradition, ritual or ceremony. The configuration, disposition or layout of a space or group of structures, where they facilitate behaviour that would otherwise be difficult or impossible, may be of social interest. This category of special interest may sometimes not be directly related to the physical fabric of a particular structure or structures and may survive physical alteration. Care should be taken to recognise the pattern or internal relations of the parts of the structure that constitute its special interest, in order to ensure that they be conserved.

- The fixtures and features that testify to community involvement in the creation of a structure, or have a spatial form or layout indicating community involvement in the use of a structure, could include such elements as memorials, statues or stained-glass panels;
- A structure may display vernacular traditions of construction and may be set in a group or area which illustrates the social organisation of the inhabitants. Most obviously this would include thatched cottages. In vernacular buildings, elements of the plan-form (for example, direct-entry, lobby-entry, doors opposite one another, bed outshots etc), as well as the roofing material of otherwise ordinary structures may be distinctive and have special social interest;
- Types of decoration may have artistic as well as social interest, such as shell houses or the local manifestation of exuberant or astylar stucco decoration where it is particular to a town or region;
- A social interest could also be attributed to structures illustrating the social philosophy of a past age, as in the case of philanthropic housing developments. Structures which illustrate a particular lifestyle or social condition, for example holy

wells, are to be found in many parts of the country. Care must be taken to ensure that there is sufficient physical fabric to such places for them to be defined as 'structures'.

Technical interest

Special technical interest in a structure relates to the art of the structural engineer in devising solutions to problems of spanning space and creating weatherproof enclosures. It may be found in structures which are important examples of virtuoso, innovative or unusual engineering design or use of materials. A structure may be of special technical interest for one or more of the following reasons:

- It displays structural or engineering innovation evidenced in its design or construction techniques such as the use of cast- or wrought iron prefabrication or an early use of concrete;
- It is the work of a known and distinguished engineer;
- It is an exemplar of engineering design practice of its time. For example, a bridge may be a masonry arch, an iron suspension or a concrete span;
- It displays technically unusual or innovative construction or cladding materials, such as early examples of glazed curtain walling, prefabricated concrete plank cladding or Coade stone;
- Contains innovative mechanical fixtures, machinery or plant or industrial heritage artefacts that describe the character of production processes. The specifically industrial aspect of some sites like mill buildings, mill-ponds, tailings or derelict mines can often have a technical heritage value;
- Purely special technical interest can be ascribed to the innovative engineering qualities of a structure, as distinct from the building's appropriateness for use, or its appearance or form.

RATING

The Categories of Special Interest should prompt the Recorder to consider the architectural heritage significance of the structure and to assign the final Rating. The NIAH Ratings are *International, National, Regional, Local* and *Record Only*. Structures which are given a Regional, National or International Rating are recommended by the Minister to the relevant local authority for their consideration for inclusion on the RPS.

Sites identified by the NIAH are, on initial assessment, deemed to warrant at least a Regional Rating. However, the Recorder should be candid in their assessment of the architectural heritage significance of the structure and should enter a higher or lower Rating if they consider a higher or lower Rating is appropriate. The final decision on the Rating will be made by the NIAH.

International

Structures of sufficient architectural heritage significance to be considered in an international context. These are exceptional structures that can compare with the finest architectural heritage of other countries. Examples include the Custom House in Dublin and Saint Fin Barre's Cathedral in Cork.

National

Structures that make a significant contribution to the architectural heritage of Ireland. These are structures that are considered to be of considerable architectural heritage significance in an Irish context and examples include Ardnacrusha Generating Station in County Clare; Sligo Courthouse; the Carroll Cigarette Factory in Dundalk; Emo Court in County Laois; and Lismore Castle in County Waterford.

Regional

Structures that make a significant contribution to the architectural heritage of their region. They also bear comparison with similar structures in other regions in Ireland. Examples include the Georgian terraces of Dublin and Limerick; the Wikinson-designed workhouses in each county; and the Halpin-designed lighthouses around the Irish coastline. Increasingly, structures that warrant protection make a significant contribution to the architectural heritage of their locality. Examples include modest terraces and commercial buildings with early shopfronts.

Local

These are structures that make a contribution to the architectural heritage of their locality but which do not merit inclusion on the RPS.

Record Only

These are structures that are considered to have insufficient architectural heritage significance at the time of recording to warrant a higher Rating.

GENERAL

The General datafield is used to provide information that is not appropriate for inclusion in other datafields. Information in the General datafield is usually not published. The following information may be included:

- Notes explaining how a specific date of construction has been identified;
- Transcriptions of date stones/plaques;
- Notes on important historic interiors where the site is in private ownership and/or is not accessible to the public. This information should be treated as confidential and should not be shared with anyone other than NIAH staff;
- Instructions from owners on any element of the record that should not be published;
- Notes on the historical associations or key events connected with the site;
- Details of secondary sources which include references to the site;
- Relevant urls and weblinks including from the Irish Architectural Archive Dictionary of Irish Architects 1720-1940: www.dia.ie
- Details for a proposed new Classification where no appropriate Classification is available in the database. The details should include the Group>Sub-Group>Type and Denomination where appropriate.

2. THE PHOTOGRAPHIC RECORD

Summary

The aim of the photographic record should be to capture the character and special interest of the site in its best light. Consideration should be given to which views best capture the character and special interest of the site. The views should complement the Summary Description, Appraisal and Categories of Special Interest, and serve to highlight the architectural heritage significance of the site. The Recorder should, where possible, walk around the entire site to assess its form before making the photographic record.

The number of photographs to be taken will be dictated by the size, complexity and quality of detailing of the site. A typical terraced house may require an average of 6 to 10 photographs. A post box may require no more than four. A church, country house, institution or public building may require many more photographs in order to create an adequate photographic record of the site. No less than two photographs should be taken of each site, a Representative View and a Site/Context, and every detail or feature mentioned in the Summary Description should be photographed. Both elevations of bridges should be photographed providing the photography does not pose a risk to the health and safety of the Recorder.

Taking the Photograph

The photography can be divided into the following categories:

- Representative View;
- Exterior – Elevations;
- Exterior – Details;
- Site/Context;
- Interior.

Representative View: The Representative View is the most important photograph of the photographic record and it is imperative that it is carefully composed, is of high quality, is taken in optimum conditions, and is not *unduly* obscured by adjacent structures, foliage, overhead cabling or passing traffic. The Representative View will generally be of the front elevation of the site but, in the case of stand-alone sites intended to be viewed from multiple vantage points, may be of the front and side elevations if such a photograph best conveys the character and special interest of the site.

Exterior - Elevations: These photographs should record each elevation of the site including, where possible, the rear of the site.

Exterior – Details: These photographs are a visual record of the unique details and features that contribute to the character and special interest of the site. The photographs may be of any number of architectural features including doors and door furniture, fanlights, windows and early glass, architraves, keystones, brick work or stone work patterns, stucco or terracotta dressings, embossed rainwater goods, benchmarks, emblems, foundry marks, faience majolica tile work on shopfronts, and many more. Photographs of date stones/plaques, and any other features that convey information about the original function of the site, its past ownership or evolutionary history, are particularly important.

Site/Context: These photographs are a visual record of the setting of the site, whether that is in a country estate or urban street, and should convey how the site contributes to the character of its setting. All subsidiary structures should be photographed. Where the site forms part of a related group of sites, such as a semi-detached pair or a terrace, at least one photograph should be taken of the group in its entirety to convey the setting of the site.

Interior: The Recorder should make a photographic record of the interiors of all public buildings where public access is readily available. The photographic record of a church should include the minimum of two photographs, one looking towards the chancel/sanctuary and one looking

towards the entrance, but the number of photographs will ultimately be dictated by the quality and survival of the historic interior. In those cases, any features contributing to the Artistic, Historical, Social and/or Technical special interest of the church should be photographed in detail including stained glass, brasses/tablets/wall monuments, altar furniture, mosaic work, galleries, pews and the roof construction if that is visible.

The NIAH will, in some instances, specify interiors of private properties to be photographed. These will usually be country houses and/or grand townhouses. These interiors will be specified in the tender document and the photography will be carried out with the permission of the owner. Photographs of interiors of private properties are published by the NIAH only with the prior consent of the owner.

Notes on Technique

- Plan for optimum photographic conditions;
- Photographs must be of a quality acceptable for reproduction on the NIAH website and in the NIAH *Introduction*;
- Avoid excessive amounts of foreground or background in the Representative View;
- Photographs should be properly framed and focussed with the site or detail in the centre;
- Maintain horizontal and vertical lines and avoid "artistic" angles and skewed or sweeping lines;
- Avoid modern signage, overhead cabling, passing traffic or any other visual clutter where possible;
- Photographs of back-lit sites should be metered for spot or centre-weighted metering options to avoid silhouetted results;
- Photographs should not be taken during religious services;
- Photographs, other than Site/Context photographs, should not include children or minors;
- Photographs should be of a consistent 4:3 ratio and size. Please refer to Technical Requirements below.

Labelling of Photographs

All photographs are labelled with the relevant NIAH Registration Number and underscored with a second identifying number: the photograph number. The Representative View should always be labelled Registration Number_1, *not* _01, i.e. 50011001_1.jpg. The second photograph is labelled Registration Number_2 and so on. A brief Description of the content/subject of each photograph will be entered into the Description datafield under Photo Information, e.g. *Representative view*, *View of door and fanlight*, *Detail of brick work*, *View of house from roadside*, etc.

Technical Requirements

1. **All digital photography must be taken in a 4:3 format.** The NIAH will not accept any photographs that are in non-standard, panoramic or square formats and will not accept photographs that have been cropped from a non-standard, panoramic or square format. The Recorder will be instructed to return to sites where photographs are taken in non-standard, panoramic or square formats.
2. The minimum resolution acceptable to the NIAH is 6 megapixels while the maximum resolution acceptable is 12 megapixels.
 - 6 megapixels = 2828 x 2121
 - 7 megapixels = 3055 x 2291
 - 8 megapixels = 3266 x 2449
 - 9 megapixels = 3464 x 2598
 - 10 megapixels = 3873 x 2582

- 12 megapixels = 4000 x 3000
3. All recorders must submit sample photographs to the NIAH for approval prior to any fieldwork taking place. The sample photographs must be taken using the cameras it is intended the recorders will use for the survey.
 4. Photographs are to be submitted to the NIAH in an unedited jpeg/jpg format. No adjustments, cropping or resizing should be carried out to the photography.
 5. Photographs are to be submitted to the NIAH in a digital format using the Department's approved Secure File Transfer system.
 6. The Contractor will make two electronic copies of all of the photography taken over the course of the survey. One copy will be submitted to the NIAH immediately upon completion of the survey area in question for the purpose of monitoring the work. The Contractor will keep the second copy of the photography as a back-up and will store it in a secure place until instructed by the NIAH to destroy the copy.

3. THE MAP RECORD

Map

The Contractor will be provided with access to a digital map on which the location of the sites to be recorded will be marked by the NIAH.

NIAH Online Mapping Application

- The Recorder will check and correct, as necessary, the location of each site in NIAH Online Mapping Application. Sites will be given a single point in the NIAH Online Mapping Application. A site containing a number of structures which have been described in a single record, such as a house and outbuildings, will be given a single point in the NIAH Online Mapping Application and the point will be plotted on the principal structure. Subsidiary structures will only be given a separate point in the NIAH Online Mapping Application if they have been given a separate record;
- The NIAH will provide access to and user credentials for the NIAH Online Mapping Application. Contractors will be required to have a minimum of a 5MB broadband line;
- The Online Mapping Application has been developed for desktop devices and for browsing with Google Chrome, however, it also works with Microsoft Edge and Mozilla Firefox;
- Access to the NIAH Online Mapping Application can only be guaranteed during normal working hours (8.30-18.00) Monday to Friday. There may be occasional downtime to allow for essential maintenance and upgrades outside of these hours;
- The NIAH will not accept liability for the loss of time in the event of users' internet connectivity outages and, accordingly, will not compensate for this time. Without exception, any extra days which will be required to complete the data entry will be at the exclusive expense of the Contractor.

APPENDIX A - Guidelines for Authorised Officers acting on behalf of the NIAH

Under Section 3(1) of the *Architectural Heritage (National Inventory) and Historic Monuments (Miscellaneous Provisions) Act 1999* the Minister for Housing, Local Government and Heritage or an authorised officer of the Minister can appoint persons as authorised officers. All those employed by, or under contract to the NIAH, will be designated as authorised officers for the period when they are working on its behalf.

These guidelines set out the procedures and behaviour to be followed by authorised officers during site visits on behalf of the Department on NIAH business. These should be read as an addition to the procedures set out in the NIAH Handbook.

Identification: Authorised officers inevitably may arouse curiosity/interest/suspicion/worry. This is particularly the case when entering onto private property. Most complaints received by the NIAH have been from members of the public who were unsure or unaware as to what was being undertaken.

All authorised officers will be provided with a Department-issued ID card and copies of a Letter of Introduction from the NIAH. The Letter of Introduction will contain the contact details for the NIAH Architectural Heritage Officer responsible for the survey together with the contact details of an Architectural Conservation Officer and/or a local authority official who is familiar with the survey.

Prior to carrying out any fieldwork, the authorised officer should call to the property, introduce themselves to the owner or occupier, and immediately present their ID card. No one should have to ask to see the ID card. The authorised officer should briefly explain the purpose of the survey and leave a copy of the Letter of Introduction with the owner or occupier. If no one is at the property, the record should be made, the authorised officer ensuring that they leave a copy of the Letter of Introduction behind for the owner or occupier to consult on their return.

Dress: While recognising that the fieldwork is taking place outdoors, under varying weather conditions, authorised officers should be cleanly and neatly dressed at all times. Clothing should be such as not to give offence. Clothing should not have logos, messages or slogans of an offensive or political nature.

Photography: Authorised officers need to be aware of the particular concerns in relation to photography taking place in the presence of children or minors. No photography should take place at any site where children or minors are present without the authorised officer having first spoken to a responsible adult. Photographs, other than Site/Context photographs, should not include children or minors.

Argument: Authorised officers are not expected to get into an argument with owners or occupiers of properties as to the rights and wrongs of the survey or any other matter. In the event of a disagreement, the authorised officer should give the owner or occupier a copy of the Letter of Introduction, if they have not already been given it, and recommend they contact the NIAH Architectural Heritage Officer responsible for the survey.

APPENDIX B - Preferred NIAH Terms

A list of preferred NIAH terms and spellings is set out below. These preferred terms and spellings take precedence over any terms in common use and/or any terms in other published sources. The list should be consulted when compiling a record.

The *Penguin Dictionary of Architecture and Landscape Architecture* (1999) should be consulted for all other descriptive terms.

HYPHENATION	ONE WORD	TWO WORDS
barrel-roofed	bargeboards	barn style [church]
barrel-vaulted	bellcote	barrel roof
block-and-start	benchmark	box bay
bull-nosed	bootscape	broken apex
cast-iron	carpark	broken bed
copper-clad	chimneystacks	canted bay
copper-roofed	clapboarding	carriage arch
corner-sited	cutwaters	chimney pot
corrugated-iron	disused	coach house
crow-stepped	doorcase	copper roof
direct-entry	farmhouse	corner site
double-arch	farmyard	corn mill
double-gabled	freestanding	coursed rubble
double-height	graveyard	court house
double-pile	hayshed	cut stone/granite/sandstone
double-span	house or farmhouse not	depressed arch
elliptical-headed	cottage	dormer window
end-of-terrace	humpback [bridge]	Georgian/Gothic style
flat-roofed	keystone	farm building
two-/three-/four-arch	millrace	gable end
two-/three-/four-stage	opening or openings not ope	gate lodge
full-height	or opes	Gibbsian surround
full-width	outbuilding	Gothic Revival not neo-
gable-fronted	outhouse	Gothic
in-situ	pebbledash	grave marker
lean-to	platband	group of three
lobby-entry	pubfront	hammer dressed
L-plan	rear not rere	half dormer
M-profile	rebuilt	hipped roof
mud-walled	refenestrated	lancet arch
multiple-arch	refitted	mansard roof
multiple-bay	refronted	nap render

neo-Classical	remodelled	pitched roof
neo-Elizabethan/Romanesque	renovated	pointed arch
north-east/west	reorientated	post box
ogee-headed	reroofed	rainwater goods
part-raised basement	roughcast not harled;	red brick
purpose-built	roughdash; wetcast or	ridge cresting
rock-faced	wetdash	ridge tile
round-arched	sawtooth	screen wall
round-headed	shopfront	stable block
ruled-and-lined not block <i>marked</i>	sill not cill	string course
segmental-arched	skylight/rooflight	terrace of four
segmental-headed	stableyard	water pump
semi-circular	uPVC not plastic or PVC	
semi-detached	whitewashed	
single-arch		
single-bay not one-bay		
single-cell		
single-pitched not mono- pitched		
single-span		
single-storey		
south-east/west		
split-level		
square-headed		
square-plan		
square-profile		
tie-plate		
T-plan		
triple-arch		
T-shaped		
two-storey		
U-cutwater		
U-plan		
V-cutwater		
V-section		
wall-mounted		
water-wheel		
wrought-iron		

Summary Description

- The Summary Description is objective data and personal commentary or subjectivity should be avoided.
- Sentences should be concise and to the point. The reader should have a clear understanding of what is being described. The use of punctuation is restricted to the formats set out by the NIAH. The use of colons and semi-colons should be avoided where possible.
- Definite and indefinite articles should not be used in the Summary Description, i.e. *Terraced two-bay two-storey house* not *A terraced two-bay two-storey house*.
- The terms *terraced*, *end-of-terrace*, *semi-detached*, *attached*, *detached* and *freestanding* should only be used as set out under Summary Description. Where relevant, and where it may give a clearer understanding of the placement of the site, the term *corner-sited* may precede any of these terms in the Summary Description. This will generally only apply to banks, churches or public houses where the façade addresses two streets, i.e. *Corner-sited attached five-bay three-storey bank*.
- The site should be described by number of bays first followed by number of storeys, i.e. *Semi-detached three-bay two-storey house* not *Semi-detached two-storey three-bay house*.
- Basements should be described as *over basement*, *over part raised basement* or *over raised basement* depending on whether the basement accommodation is located wholly below ground, partly above ground or wholly above ground.
- Dormer attics should be described as *half-dormer attic* or *dormer attic* depending on whether the habitable accommodation is located partly below or wholly above eaves level.
- Towers should be described by number of stages, not storeys, i.e. *three-stage tower* not *three-storey tower*.
- Dates entered in the Summary Description should have a comma directly before *built* and directly after the date, i.e. *Terraced two-bay two-storey house, built c.1850* or *Detached five-bay single-storey house, built 1824*. There should be no space between the circa and the date, i.e. *c.1850* not *c. 1850*.
- Rough compass points, e.g. *east* or *west*, should be used instead of descriptive terms, e.g. *left-hand side* or *right-hand side*.
- Wording should not be abbreviated, coded or technical shorthand and full spelling must be used in the Summary Description. *CI RWG* is not an acceptable substitute for *cast-iron rainwater goods*; *GF* or *FF* is not acceptable for *ground floor* or *first floor*; *opening* or *openings* should be used instead of the technical shorthand *ope* or *opes*.
- The words *with* and *having* should be alternated when describing a feature and its detailing, i.e. *with timber panelled door having stained glass cobweb fanlight*.
- *Slate* is understood to refer to natural slate. *Artificial slate*, *fibre-cement slate*, or another approved term should be used when describing a non-natural slate.
- Door and window openings should be described as *-headed* not *-arched*, i.e. *round-headed door opening* not *round-arched door opening*.
- Window fittings should be described using *-over-* not *above*, i.e. *six-over-six timber sash windows* not *six above six timber sash windows*.
- A carriage arch that is integrated into the body of a site is described as an *integral carriage arch*.
- Apostrophes should be used appropriately, i.e. *increasingly popularity of the Gothic Revival style in the 1840s* not *increasing popularity of the Gothic Revival style in the 1840's*.
- Hyphenation should also be used appropriately, i.e. *the economic turmoil of the mid nineteenth century* [no hyphen] or *increasingly endangered twentieth-century steel windows* [with hyphen]

Appraisal

- The Appraisal is subjective data where the Recorder makes a case for the site as a heritage asset worthy of protection.
- Sentences should be concise and to the point. The reader should have a clear understanding of the architectural heritage significance of the site.
- Definite and indefinite articles may be used in the Appraisal.
- The Appraisal should be formatted according to the following: architectural interest; special interest/unique features; surviving fabric; contribution to/impact on setting or streetscape; relevant historical association or event.
- The architect, client, artisans, historical personalities should be included in the Appraisal, not the Summary Description, and names should be accompanied with biographical dates where they are known.

General

- Information should be entered into the General datafield according to the following sequence: mapping information; bibliographical references/urls; and *pers comm* information and/or instructions from owners.
- Bibliographical references should follow the approved NIAH format of <surname>, <forename(s)>, <title> (Place of Publication: Publisher, Year), page. For example, Devaney, Paula, The Houses of County Louth (Dundalk: Dundalk Printing Press, 2004), pp.94-7.

APPENDIX C- WORK PROGRESS REPORT**WORK PROGRESS REPORT – WEEK XX (XX.XX.2021 – XX.XX.2021)**

NAME	ALLOCATED	RECORDED	RECORDED (TOTAL)	INPUTTED	INPUTTED (TOTAL)	EDITED	EDITED (TOTAL)
Recorder			0		0		
Recorder			0		0		
Recorder			0		0		
Recorder			0		0		
Recorder			0		0		
Recorder			0		0		
Editor							

APPENDIX D - SITE ACCESS REPORT**SITE PROGRESS REPORT – WEEK XX (XX.XX.2021 – XX.XX.2021)****RECORDER:** [Name]

NAME ADDRESS	REGISTRATION NUMBER	IMAGE (Y/N)	REASON	ACTION REQUIRED/TAKEN TO ACCESS SITE	CONTACT INFORMATION	DATE
Mulberry House, Low Road, Ballybeg	13467902	No	Homeowner present but wanted time to consider request to make a record	To call owner on 01.09.2021 to find out if she will permit a record being made and to arrange an appointment to make the record	Maura Berry 087 2581739	26.08.2021
The Rectory, High Lane, Ballybeg	13467958	Yes	Property behind electronic gates and no answer at speaker. Left copy of Letter of Introduction in post box. Property partly visible from public road and one photograph taken	Will return to property on 01.09.2021 to find out if owner is present and has considered Letter of Introduction		26.08.2021
The Heap, Middle Street, Ballybeg	13467982	No	Homeowner present but would like to speak to NIAH before committing to survey. Left copy of Letter of Introduction	NIAH to call owner to discuss survey and arrange appointment for record to be made	Barry Meara 085 8259371	27.08.2021

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The NIAH Online Database has been developed for desktop devices and for browsing **solely** with **Microsoft Edge**.

The NIAH will provide the url and user credentials for the NIAH Online Database at the start of the contract period.

1. Quick Start Guide for Experienced Users

- Open NIAH Online Interface using url provided by the NIAH.
- Enter Username and Password provided by the NIAH. These are both case sensitive and must be entered exactly as provided by the NIAH.
- Select and open the survey you want to work on from the dropdown menu.
- The default is *No Filter*. Select a filter to show selected records, e.g. those records in a selected townland or those records that have been given a *Required Rework* status. Users should explore the range of filter function as all filters are temporary. See Section 8 for more information on the filter function.
- The records, whether a filter has been applied or not, will be organised numerically according to the Registration Number. There are nine buttons along the bottom of each record. The central five allow users to create a new record, edit or delete an existing record, or to save or cancel edits. Users must save or cancel edits before moving on to another record or logging out: users will be prompted to save or cancel edits if they attempt to navigate away from a record without saving or cancelling edits. If cancel edits is selected, all additions, amendments or edits made to the record will be lost and the content will revert to when the record was last saved.

WARNING! Users will not be prompted to cancel or save edits if they navigate away from the NIAH Online Interface using the address bar, browser buttons or search engine. Any unsaved edits will be lost!

- There are six tabs along the top of each record. The first tab, *Summary*, displays all of the information entered for the record and is useful for reviewing work. The other five tabs – *Location*, *Classification*, *Appraisal*, *Photos* and *General* – break the record down into its component parts and should be completed according to the NIAH Handbook.
- Selected datafields may require more than one entry and these are *Townland*, *Map*, *Classification* and *Photos*. A site may have more than one Townland, may span more than one map sheet, should have at least two classifications – *Original Type* and *In Use As* – and should have at least two photographs – *Representative* and *Site/Context*. These datafields have *insert* buttons  which must be checked to enter the data into the datafield.
- There are four different statuses along the bottom of each record. The statuses, which are colour-coded, are:
 - *Edit* – orange bar – denoting that the record is being edited by the Recorder;
 - *Ready For Review* – light blue bar – denoting that the Recorder has finished creating, editing and reviewing the record and is “handing it over” to the NIAH
 - *Accepted* – green bar – denoting that the NIAH has reviewed the record and accepted it as satisfactory
 - *Required Rework* – red bar – denoting that the NIAH has reviewed the record, considers it unsatisfactory, and is “handing it back” to the Recorder

The Recorder can only edit a record or records if the status is *Edit* or *Required Rework*. The Recorder can only change the status of the record to *Ready For Review*. The Recorder should click on the *Edit This Record* button and, once they are satisfied with their record, click on the *Ready For Review* button followed by the *Save Edits* button.

2. The NIAH Online Interface


Each user will have different levels of access to the NIAH Online Interface depending on the survey they are working on and what their role is during that survey. Selected users will be given access for browsing only and will be unable to create, edit or delete records.

3. Getting Started

The User Guide to NIAH Online Database is designed for users with a good basic knowledge of computers. If you are familiar with computers, and are used to online databases, such as those used for booking flights or hotel accommodation, you may find that the Quick Start Guide is sufficient.

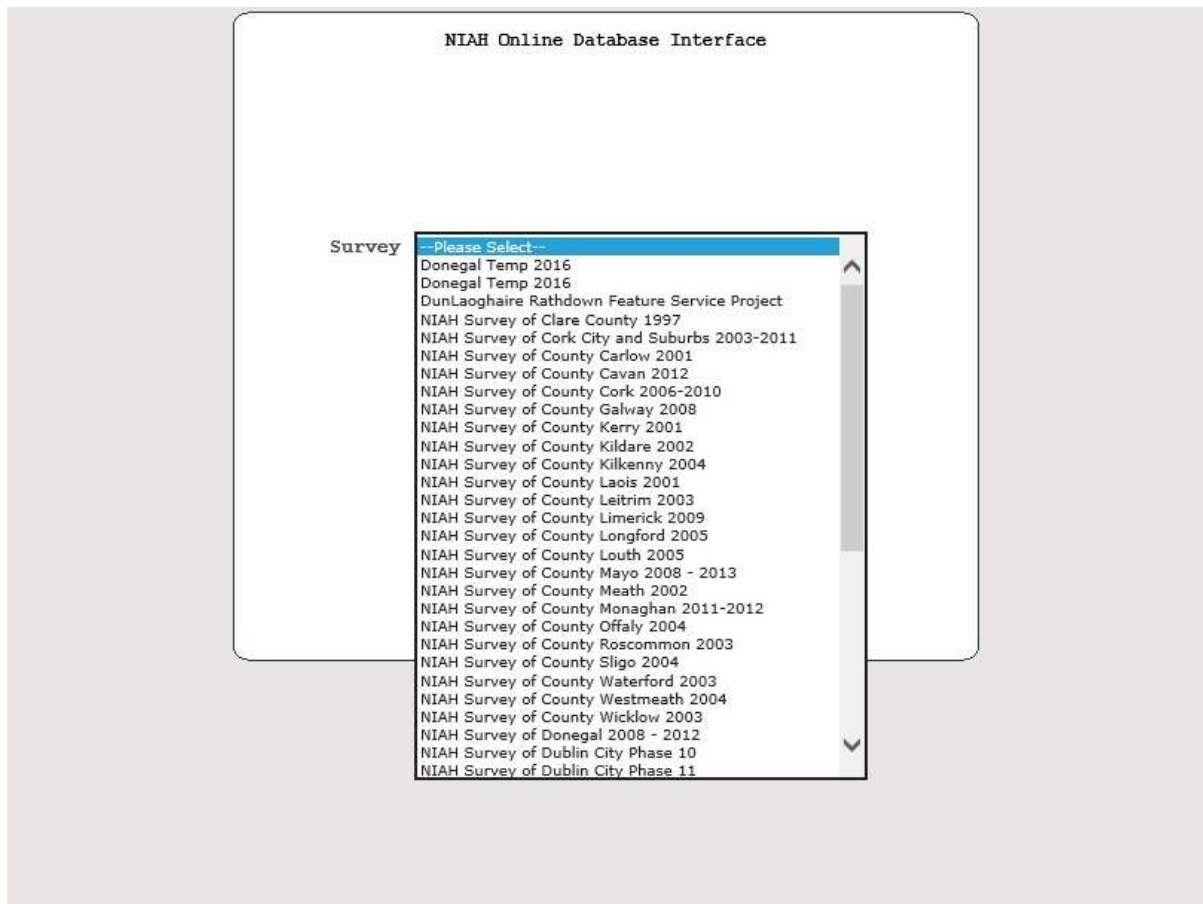
The NIAH Online Database has been developed for desktop devices and for browsing **solely** with **Microsoft Edge**.

The NIAH will provide the url and user credentials for the NIAH Online Database at the start of the contract period.



The screenshot shows a web browser window with the title "NIAH Online Database Interface". Inside the window, there is a login form. At the top of the form, the text "Log In" is centered. Below this, there are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. Below the password field, there is a checkbox labeled "Remember me next time.". At the bottom of the form, there is a blue button labeled "Log In". Below the button, there is a logo consisting of three vertical bars of increasing height, followed by the text "NATIONAL INVENTORY of ARCHITECTURAL HERITAGE".

- Open NIAH Online Interface using url provided by the NIAH.
- Enter Username and Password provided by the NIAH. These are both case sensitive and must be entered exactly as provided by the NIAH.
- Click on *Log In* to open the *Select Survey* screen. In the event of the error message, *Invalid Username/password*, ensure that the caps lock function has not been activated and that the Username and Password have been entered exactly as provided by the NIAH.



- Select the preferred survey from the dropdown menu in the centre of the screen. Click on *Open Survey* to open the *Filter* screen. The *Reports* function is set out in Section 9 below.
- The default setting is *No Filter*. Select the preferred filter from the dropdown menu in the centre of the screen to show selected records, e.g. those records in a selected townland or those records that have been given a Required Rework status. Users should explore the range of filter function as all filters are temporary. Click on *Select* to open the database.

Page No: 16000001 GO 1 of 86 Go

Summary Location Classification Appraisal Photos General

Summary Information

REG NUMBER	16000001	MAP INFORMATION
NAME		TYPE
PREVIOUS NAME		SHEET/TOWN ID
ADDRESS	WICKLOW	SITE NO
TOWNLAND		
COUNTY	WICKLOW	

ORIGINAL TYPE
IN USE AS
ADDITIONAL USE
HISTORIC USE

DESCRIPTION

DATE FROM -
DATE TO

APPRaisal

CATEGORIES OF SPECIAL INTEREST

☒ EDIT ☐ READY FOR REVIEW ☐ ACCEPTED ☐ REQUIRED REVIEW

Help View Photos Create New Record Edit This Record Save Edits Cancel Edits Delete Record Filter Exit

RATING

- The records, whether a filter has been applied or not, will be organised numerically according to the Registration Number. Users can now create, edit or delete a record or browse through the existing records using the back and forward arrows at the top of the screen. Click on *Exit* to exit the database.

4. Creating a Record

- There are nine buttons along the bottom of each record. The five buttons in the centre allow users to create a new record, edit or delete an existing record, or to save or cancel edits.

The screenshot displays the NIAH record management interface. At the top, there is a search bar with the text '16000001' and a 'GO' button. Below this is a navigation bar with tabs: 'Summary', 'Location', 'Classification', 'Appraisal', 'Photos', and 'General'. The 'Summary' tab is selected, showing 'Summary Information'. The form contains fields for 'REG NUMBER' (16000001), 'NAME', 'PREVIOUS NAME', 'ADDRESS' (WICKLOW), 'TOWNLAND', 'COUNTY' (WICKLOW), 'ORIGINAL TYPE', 'IN USE AS', 'ADDITIONAL USE', 'HISTORIC USE', 'DESCRIPTION', 'MAP INFORMATION', 'TYPE', 'SHEET/TOWN ID', 'SITE NO', 'DATE FROM -', 'DATE TO', 'CATEGORIES OF SPECIAL INTEREST', and 'RATING'. At the bottom, there are nine buttons: 'Help', 'View Photos', 'Create New Record', 'Edit This Record', 'Save Edits', 'Cancel Edits', 'Delete Record', 'Filter', and 'Exit'. The 'Create New Record' button is circled in orange.

- Click on *Create New Record* to create a blank record. Users can only work on one record at a time and, while editing one a record, will not be able to create or edit other records. Users must save or cancel edits before moving on to another record. See *Cancelling or Saving Edits* in Section 6.1 below for more information.
- There are six tabs along the top of each record, *Summary*, *Location*, *Classification*, *Appraisal*, *Photos* and *General*, and the function of each is set out below.

16000001 GO 1 of 86 Go

Summary Location Classification Appraisal Photos General

Summary Information

REG NUMBER 16000001 MAP INFORMATION

NAME TYPE

PREVIOUS NAME SHEET/TOWN ID /

ADDRESS WICKLOW SITE NO

TOWNLAND

COUNTY WICKLOW

ORIGINAL TYPE

IN USE AS

ADDITIONAL USE

HISTORIC USE

DESCRIPTION

DATE FROM -

DATE TO

APPRAISAL

CATEGORIES OF SPECIAL INTEREST

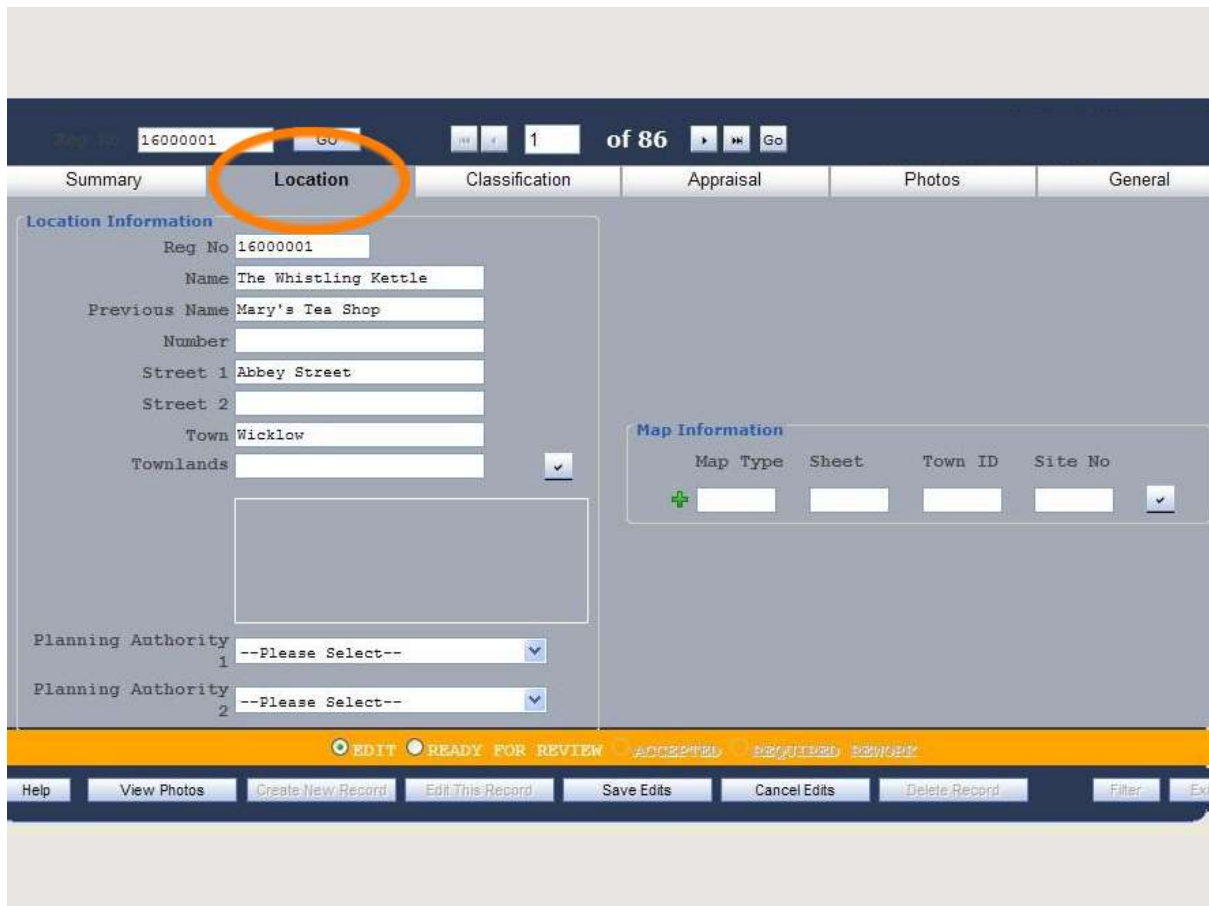
☒ EDIT ☐ READY FOR REVIEW ☐ ACCEPTED ☐ REQUIRED REVIEW

Help View Photos Create New Record Edit This Record Save Edits Cancel Edits Delete Record Filter Exit

RATING

4.1 Summary Tab

The *Summary* page displays all of the information entered for the record and is useful for reviewing work. The datafields in the *Summary* page cannot be edited. The datafields are edited by selecting one of the other five tabs.



Reg No: 16000001

1 of 86

Summary **Location** Classification Appraisal Photos General

Location Information

Reg No: 16000001

Name: The Whistling Kettle

Previous Name: Mary's Tea Shop

Number:

Street 1: Abbey Street

Street 2:

Town: Wicklow

Townlands:

Map Information

Map Type: Sheet: Town ID: Site No:

Planning Authority 1: --Please Select--

Planning Authority 2: --Please Select--

EDIT READY FOR REVIEW ACCEPTED REQUIRED REJECT

Help View Photos Create New Record Edit This Record Save Edits Cancel Edits Delete Record Filter Export

4.2 Location Tab

The *Location* page displays all of the location information for the record.

4.2.1 Registration Number

- Users must enter a valid unique 8-digit Registration Number into the *Reg No* datafield. Click on each successive datafield – *Name*, *Previous Name*, *Number*, *Street 1*, *Street 2*, *Town* – and enter the data according to the NIAH Handbook.

Reg No: 16000001 GO 1 of 86 Go

Summary Location Classification Appraisal Photos General

Location Information

Reg No: 16000001

Name: The Whistling Kettle

Previous Name: Mary's Tea Shop

Number:

Street 1: Abbey Street

Street 2:

Town: Wicklow

Townlands: CASTLE

CASTLEGRANGE
CASTLEHOWARD
CASTLEKEVIN
CASTLEMACADAM
CASTLEQUARRY
CASTLERUDDERY LOWER
CASTLERUDDERY UPPER
CASTLESALLAGH
CASTLETIMON

Map Information

Map Type	Sheet	Town ID	Site No
+			


Planning Authority 1:

Planning Authority 2:

REVIEW ACCEPTED REQUIRED REWORK

Help View Photos Create New Record Edit This Record Save Edits Cancel Edits Delete Record Filter Exit

4.2.2 Townlands

- Select the relevant townland from the dropdown menu. Users can type the first few letters of the townland name to generate a list to select from. Click on the insert button  to enter the data in the datafield. The townland will now appear in the box below. Repeat this process as necessary for sites straddling more than one townland.

4.2.3 Planning Authority 1 and 2

- Select the relevant planning authority from the dropdown menu. Repeat this process as necessary for sites straddling more than one planning authority.

Reg No: 16000001 GO 1 of 86 Go

Summary Location Classification Appraisal Photos General

Location Information

Reg No: 16000001

Name: Glenbride Bridge

Previous Name:

Number:

Street 1:

Street 2:

Town:

Townlands: BARRANISKY WEST

GLENBRIDE

BARRANISKY EAST

BARRANISKY WEST

Planning Authority 1: Wicklow County Council

Planning Authority 2: --Please Select--

Map Information

Map Type	Sheet	Town ID	Site No
A	80		16

+

Select E 1: 2500 metric

Select H 1/2" : 1 mile imperial

Select C 1: 5000 metric

Select L 1: 5000 metric

Select A 6" : 1 mile imperial

Select B 1: 2500 imperial

Select J 1: 50000 metric

Select K 1: 10000 metric

Select F 1: 1056 imperial

Select G 1: 500 imperial




Select D 1: 1250 imperial

Select I 1" : 1 mile

EDIT READY FOR REVIEW




Help View Photos Create New Record Edit This Report Save Edits Cancel Edits Delete Record Filter Exit

4.2.4 Map Information

- Select the correct *Map Type* from the dropdown menu. Enter the *Sheet*, *Town ID* if applicable, and the *Site No* and click on the insert button  to enter the data in the datafield.
- The insert button  will now be replaced by a delete button . In the event of an error in the data, click on the delete button and follow the step above to enter the correct Map Information.

4.3 Classification Tab

4.3.1 Classification Information

- Select the *Classification* – *Original Type*, *Additional Use*, *Historical Use* or *In Use As* – the *Group*, *Sub-group*, *Type* and *Denomination*, if applicable, from the dropdown menus. Users may find it quicker to select the *Type* first as this will reduce the number of options in the *Group* and *Sub-group* drop down menus.
- Tick the *Vern* [Vernacular] or *Thatch* check boxes if applicable.
- Click on the insert button  to enter the data in the datafield.
- Repeat these steps for each *Classification*.
- Users who make a mistake *before* clicking the insert button should click on the refresh button  on the left-hand side of the dropdown menu to clear the fields.
- Users who spot a mistake *after* clicking the insert button should click on the delete button  on the right-hand side of the dropdown menu.

4.3.2 Dates

- The *Date From* and *Date To* datafields should be completed according to the NIAH Handbook.

4.3.3 Summary Description Datafield

- The *Summary Description* datafield should be completed according to the NIAH Handbook. Users should consider composing the *Summary Description* using MS Word and copying and pasting the text into the *Summary Description* datafield. This has several benefits as it allows for spellchecking and there is no risk of work being lost from the connection timing out.

4.4 Appraisal Tab

The screenshot displays the NIAH Appraisal Tab interface. At the top, there is a navigation bar with tabs for Summary, Location, Classification, Appraisal (selected), Photos, and General. Below the tabs, the 'Appraisal Information' section contains a text area with a sample appraisal text. Below this, the 'Recorder' and 'Assessor' sections are visible. The 'Recorder' section includes a 'Date of Inspection' field with the value '02/12/2010', a 'Rating' dropdown menu set to 'Regional', and a 'Categories' list with checkboxes for ARCHITECTURAL, ARTISTIC, CULTURAL, ARCHAEOLOGICAL, HISTORICAL, SCIENTIFIC, SOCIAL, and TECHNICAL. The 'Assessor' section includes a 'Date of Inspection' field, a 'Rating' dropdown menu set to '--Please Select--', and a 'Categories' list with the same checkboxes. An orange oval highlights the 'Recorder' section. At the bottom, there is a status bar with buttons for EDIT, READY FOR REVIEW, ACCEPTED, and REQUIRED REWORK. Below this is a footer bar with buttons for Help, View Photos, Create New Record, Edit This Record, Save Edits, Cancel Edits, Delete Record, Filter, and Exit.

4.4.1 Appraisal Datafield

- The *Appraisal* datafield should be completed according to the NIAH Handbook.

4.4.2 Rating

- Select the appropriate *Rating* from the dropdown menu.

4.4.3 Categories of Special Interest

- Tick the appropriate *Categories of Special Interest* checkboxes from the options provided.

4.4.4 Date of Inspection




- Enter the *Date of Inspection* by typing the date in the correct format, i.e. DD/MM/YYYY, or selecting the date from the popup calendar.

4.5 Photos Tab

The screenshot displays the 'Photos' tab of a software application. At the top, there is a search bar with the value '16000001' and a 'GO' button. Below this is a navigation bar with tabs: Summary, Location, Classification, Appraisal, Photos (selected), and General. The main area is titled 'Photo Information' and contains a table with columns: Photo No, Photo Type, Date, and Description. The first row shows '1' for Photo No, 'Representative' for Photo Type, '01/12/2010' for Date, and 'Front (south) elevation.' for Description. The second row shows '2' for Photo No, 'Site/Context' for Photo Type, and is currently empty. A calendar popup is open over the Date field of the second row, showing the month of December 2010. The calendar has a header 'December, 2010' and a grid of days. A tooltip over the date '01' indicates 'Wednesday, December 01, 2010'. At the bottom of the calendar, it says 'Today: December 7, 2010'. Below the table is a status bar with radio buttons for 'EDIT', 'READY FOR REVIEW', 'ACCEPTED', 'REJECTED', and 'REMOVED'. At the very bottom is a navigation bar with buttons: Help, View Photos, Create New Record, Edit This Record, Save Edits, Cancel Edits, Delete Record, Filter, and Exit.

The *Photos* page displays all of the information for the photographs taken as part of the record.

4.5.1 Photo Information Datafield

- Enter the number of the photograph in the *Photo No* datafield. The number should be the same as the underscore number on the file name. Number 1 should always be assigned to the Representative photograph.
- Select the *Photo Type* from the dropdown menu.
- Enter the date on which the photograph was taken by typing the date in the correct format, i.e. DD/YY/MMMM, or selecting the date from the popup calendar.
- Enter a description of the content of the photograph in the *Description* datafield.
- Click on the insert button  to enter the data in the datafield.
- The insert button  will now be replaced by a delete button . In the event of an error in the data, click on the delete button and follow the steps above to enter the correct *Photo Information*.
- Repeat these steps for each photograph.

4.5.2 View Photos button

- The *View Photos* button on the bottom left of the screen is for internal use by the NIAH only.

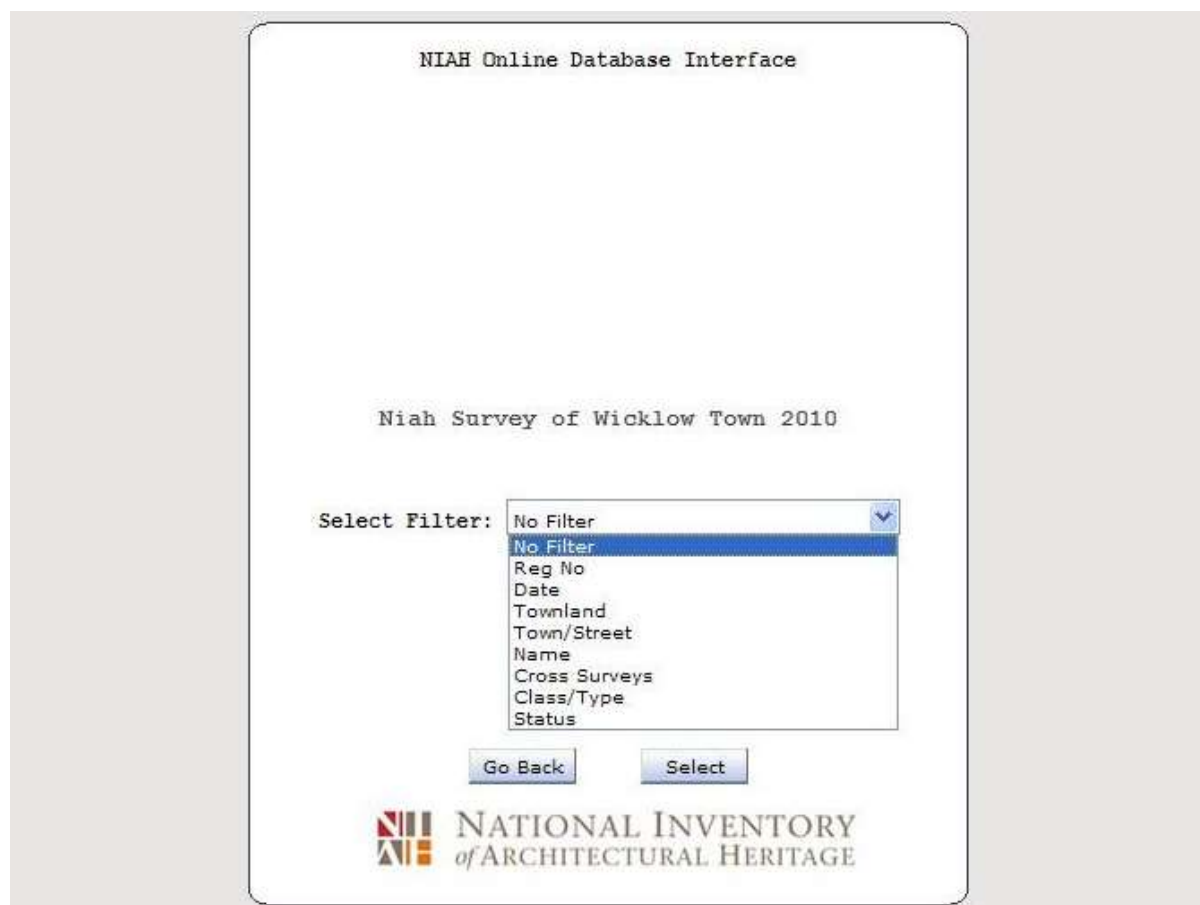
4.6 General

The screenshot shows a web-based data entry interface for the NIAH. At the top, there is a navigation bar with a 'View ID' field containing '16000004', a 'GO' button, and a record counter showing '4 of 89'. Below this is a tabbed interface with tabs for 'Summary', 'Location', 'Classification', 'Appraisal', 'Photos', and 'General'. The 'General' tab is active, displaying a 'General Information' section with a large text area containing the following text: 'Cross dogs - photographed from road - will call back if passing through again. On OSI as 'school' - could be 'school for boys' referred to by Lewis.' Below the text area, there are several fields for survey information: 'RPS' with a checked checkbox, 'RPS Number' with the value '382', 'RMP' with an unchecked checkbox, 'RMP Number' with an empty field, 'Section 482' with an unchecked checkbox, and 'HGS Ref' with an empty field. At the bottom of the form, there is a status bar with radio buttons for 'EDIT', 'READY FOR REVIEW', 'ACCEPTED', 'REQUIRING REWORK', and 'REMOVED'. Below the status bar is a row of buttons: 'Help', 'View Photos', 'Create New Record', 'Edit This Record', 'Save Edits', 'Cancel Edits', 'Delete Record', 'Filter', and 'Exit'.

The *General* datafield is a free text datafield used for entering information on the site which will not be published in the online record. Information on the type of content suitable for inclusion in the *General* datafield is set out in the NIAH Handbook. The *General* datafield also contains tick boxes and text boxes for Cross Survey Information including RPS and RPS Number, RMP and RMP Number, ACA and ACA Name, Section 482 and Section 482 Number, etc.

5. Finding an Existing Record

- Open the NIAH Online Database and enter the Username and Password provided by the NIAH per Section 3 above.
- There are several ways of finding an existing record. Users can filter by *Name*, by *Registration Number* or by carrying out a combination of filters and browsing. Users should be aware that some filters may take time to load.



5.1 Filter by Name

- Select the preferred survey from the dropdown menu in the centre of the screen. Click on *Open Survey* to open the *Filter* screen.
- Select *Name* from the dropdown menu. This will generate a dropdown menu of all the names that have been entered into the database for that particular survey. The dropdown menu will be in alphabetical order.
- Select the relevant name and click on *Select* to open the record.

5.2 Search by Registration Number

- Select the preferred survey from the dropdown menu in the centre of the screen. Click on *Open Survey* to open the *Filter* screen.
- Select *Reg No* from the dropdown menu. This will generate a blank dialogue box.
- Enter the 8-digit NIAH Registration Number and click on *Select* to open the record.

OR

- Select the preferred survey from the dropdown menu in the centre of the screen. Click on *Open Survey* to open the *Filter* screen. Leave *Filter* at the *No Filter* default and click on *Select* to open the database.
- Enter the 8-digit NIAH Registration Number in the dialogue box in the top left corner of the screen and click on *GO* to open the record.

The screenshot displays the NIAH database interface. At the top, there is a search bar with the registration number '16000001' entered and a 'GO' button next to it. To the right of the search bar, there are navigation arrows and a page indicator showing '1 of 86' with a 'Go' button. Below the search bar, there are tabs for 'Summary', 'Location', 'Classification', 'Appraisal', 'Photos', and 'General'. The 'Location' tab is selected, showing 'Location Information' fields: 'Reg No' (16000001), 'Name' (The Whistling Kettle), 'Previous Name' (Mary's Tea Shop), 'Number', 'Street 1' (Abbey Street), 'Street 2', 'Town' (Wicklow), and 'Townlands'. To the right of these fields is a 'Map Information' section with a '+', 'Map Type', 'Sheet', 'Town ID', 'Site No', and a dropdown arrow. At the bottom, there is a status bar with buttons for 'EDIT', 'READY FOR REVIEW', 'ACCEPTED', 'REQUIRED', and 'REVIEW'. Below the status bar, there is a navigation bar with buttons for 'Help', 'View Photos', 'Create New Record', 'Edit This Record', 'Save Edits', 'Cancel Edits', 'Delete Record', 'Filter', and 'Exit'.

5.3 Browse Records

- Use the back and forward arrows at the top of the screen to navigate through the records in the database. Alternatively, enter a number in the dialogue box in the centre and click on *Go*.

5.4 A Combination of Filters and Browsing

- Select the preferred survey from the dropdown menu in the centre of the screen. Click on *Open Survey* to open the *Filter* screen.
- Select the preferred *Filter* from the dropdown menu, e.g. *Town/Street*, select a *Town* from the first dropdown menu and a *Street* from the second drop down menu, and click on *Select* to open the database. The full range of filters and their functions are explored in detail in Section 8 below.

- Use the back and forward arrows at the top of the screen to navigate through the records in the database for the selected town and street.

6. Editing an Existing Record

The screenshot displays the NIAH Online Database interface. At the top, there is a search bar with the value '16000001' and a 'GO' button. Below this is a navigation bar with tabs for 'Summary', 'Location', 'Classification', 'Appraisal', 'Photos', and 'General'. The 'Summary' tab is selected, showing 'Summary Information'. The form contains several fields: 'REG NUMBER' (16000001), 'NAME', 'PREVIOUS NAME', 'ADDRESS' (WICKLOW), 'TOWNLAND', 'COUNTY' (WICKLOW), 'ORIGINAL TYPE', 'IN USE AS', 'ADDITIONAL USE', 'HISTORIC USE', 'DESCRIPTION' (a large text area), 'APPRaisal' (a large text area), 'MAP INFORMATION' (TYPE, SHEET/TOWN ID, SITE NO), 'DATE FROM - DATE TO', and 'CATEGORIES OF SPECIAL INTEREST'. At the bottom, there is a status bar with radio buttons for 'EDIT', 'READY FOR REVIEW', 'ACCEPTED', and 'REQUIRED REWORK'. The 'EDIT' button is circled in orange. Other buttons include 'Help', 'View Photos', 'Create New Record', 'Edit This Record', 'Save Edits', 'Cancel Edits', 'Delete Record', 'Filter', and 'Exit'.

- Open the NIAH Online Database and enter the Username and Password provided by the NIAH per Section 3 above. Select the preferred database and/or record(s) using the steps set out above.
- Click on the *Edit This Record* button at the bottom of the screen.
- Enter the edits into the relevant datafields and change the status of the record to *Ready For Review* or *Required Rework* as necessary.

6.1 Cancelling or Saving Edits

Reg No: 16000001 GO 1 of 86 Go

Summary Location Classification Appraisal Photos General

Location Information

Reg No: 16000001

Name: The Whistling Kettle

Previous Name: Mary's Tea Shop

Number:

Street 1: Abbey Street

Street 2:

Town: Wicklow

Townlands:

Map Information

Map Type: Sheet: Town ID: Site No:

Planning Authority 1: --Please Select--

Planning Authority 2: --Please Select--

EDIT READY FOR REVIEW ACCEPTED REQUIRED REWORK

Help View Photos Create New Record Edit This Record Save Edits Cancel Edits Delete Record Filter Export

- Click on the *Save Edits* button at the bottom of the screen to save any edits that have been made to the record.
- Click on the *Cancel Edits* button at the bottom of the screen if the edits that have been made to the record are to be discarded. If *Cancel Edits* is selected, all additions, amendments or edits made to the record will be lost and the content will revert back to when the record was last saved.

7. Edit Status

- There are four different statuses along the bottom of each record. The statuses, which are colour-coded, are:
 - *Edit* – orange bar – which is the default status for all newly created records and which denotes that the record is being edited by the Recorder. The NIAH can view the record at this time but cannot make any edits to the record.
 - *Ready For Review* – light blue bar – which denotes that the Recorder has finished creating, editing and reviewing the record and is "handing it over" to the NIAH. The Recorder can still view the record at this time but cannot make any further edits to the record. The NIAH can edit the record at this time and can change the status to *Accepted* or *Required Rework* as necessary.
 - *Accepted* – green bar – denotes that the NIAH has reviewed the record, has accepted it as satisfactory and that no further action is required by the Recorder.
 - *Required Rework* – red bar – denotes that the NIAH has reviewed the record, considers it unsatisfactory, and is "handing it back" to the Recorder. The Recorder can now edit the record as necessary.

Reg No: 16000001 GO 1 of 86 Go

Summary Location Classification Appraisal Photos General

Location Information

Reg No: 16000001

Name: The Whistling Kettle

Previous Name: Mary's Tea Shop

Number:

Street 1: Abbey Street

Street 2:

Town: Wicklow

Townlands:

Map Information

Map Type: Sheet: Town ID: Site No:

Planning Authority 1: --Please Select--

Planning Authority 2: --Please Select--

☒ EDIT ☐ **READY FOR REVIEW** ☐ ACCEPTED ☐ REQUIRED ☐ REWORK

Help View Photos Create New Record Edit This Record Save Edits Cancel Edits Delete Record Filter Export

7.1 Changing Status from *Edit* to *Ready For Review*

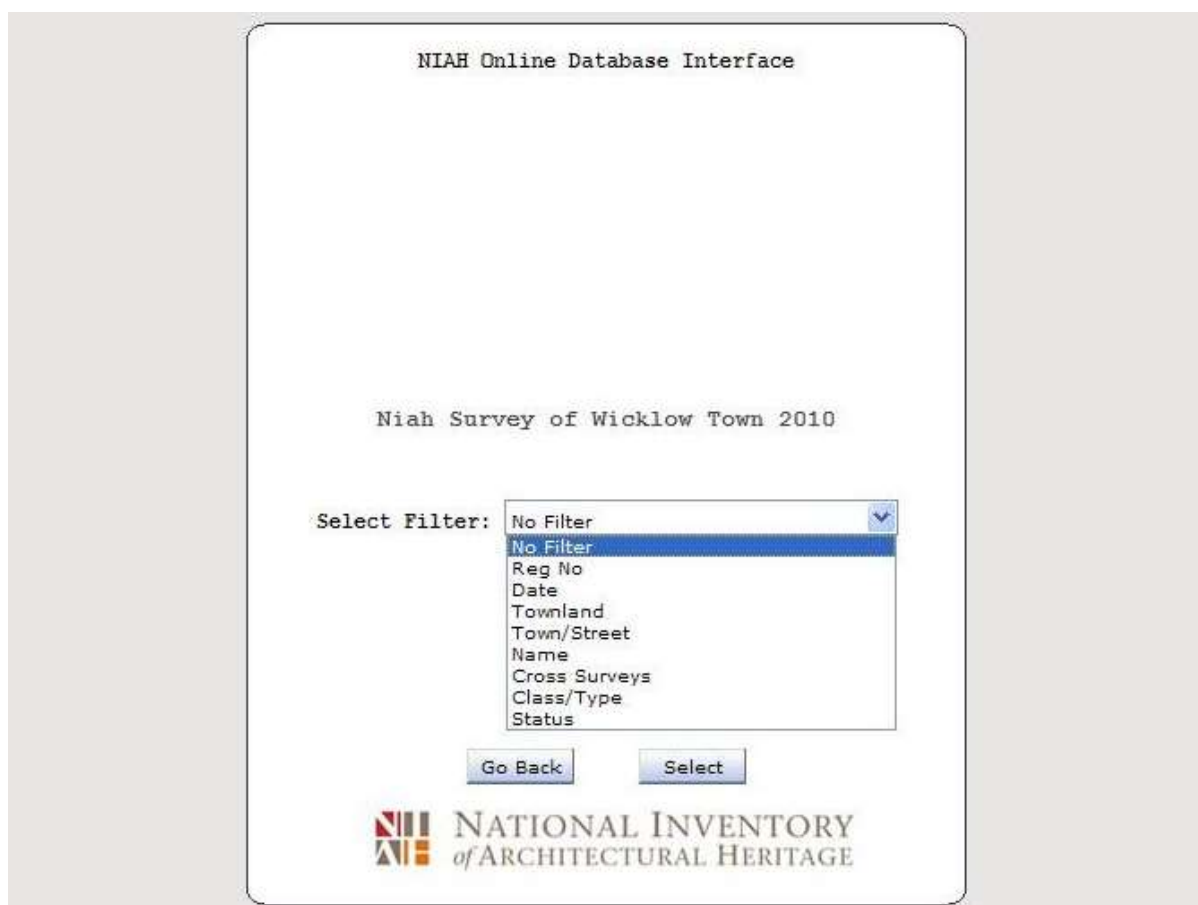
- Edit the record according to steps set out above and, on completion of editing, click on the *Ready For Review* checkbox at the bottom of the screen.
- Click on the *Save Edits* button to complete the "handover" to the NIAH. Ensure the content of the record is satisfactory before carrying out these steps as the record cannot be edited once the "handover" to the NIAH has taken effect.

7.2 Changing Status from *Required Rework* to *Ready For Review*

- Check the General datafield for comments from the NIAH explaining why the record is considered unsatisfactory.
- Click on the *Edit This Record* button at the bottom of the screen and make the necessary edits to the relevant datafields.
- Click the *Ready For Review* checkbox at the bottom of the screen and click on the *Save Edits* button to complete the "handover" to the NIAH.

8. Filters

- The *Filter* function of the NIAH Online Database works by generating records according to prescribed parameters while hiding others that are irrelevant. The *Filter* function is useful for searching for a particular record or a group of records in an estate, street, town or townland. The *Filter* function can also be useful for searching records for sites within a selected timeframe. The *Filter* function is temporary and can be removed at any time. The NIAH Online Database default is *No Filter*.
- The *Filter* function appears once a survey has been selected from the dropdown menu in the NIAH Online Interface. Users can also filter records from within the database by clicking on the *Filter* button in the bottom right corner of the screen.
- Users can edit or delete records as normal when a filter is applied but only from the selection generated by the filter. Likewise, users can create new records as normal when a filter is applied but may not be able to see the record(s) once they have been saved if the *Classifications* are not relevant to the filter in place.
- Users can exit the filter mode from within the database by clicking on the *Filter* button in the bottom right corner of the screen, selecting *No Filter* from the dropdown menu and clicking on the *Select* button.



The screenshot displays the 'NIAH Online Database Interface'. At the top, it says 'Niah Survey of Wicklow Town 2010'. Below this, there is a 'Select Filter:' label followed by a dropdown menu. The dropdown menu is open, showing a list of filter options: 'No Filter' (highlighted), 'Reg No', 'Date', 'Townland', 'Town/Street', 'Name', 'Cross Surveys', 'Class/Type', and 'Status'. Below the dropdown menu are two buttons: 'Go Back' and 'Select'. At the bottom of the interface is the NIAH logo, which consists of a stylized 'NIAH' in red and orange, followed by the text 'NATIONAL INVENTORY of ARCHITECTURAL HERITAGE'.

8.1 Filter by Name

- Select *Name* from the dropdown menu. This will generate a dropdown menu of all the names that have been entered into the database for that particular survey. The dropdown menu will be in alphabetical order.
- Select the relevant name and click on *Select* to open the record(s).

The image displays two side-by-side screenshots of the NIAH Online Database Interface. The left screenshot shows the 'Niah Survey of Wicklow Town 2010' interface. It features a 'Select Filter:' dropdown menu with 'Name' selected. Below this is a 'Name:' dropdown menu with 'Hillside House' selected. At the bottom are 'Go Back' and 'Select' buttons, and the NIAH logo. The right screenshot shows the 'NIAH NEW ONLINE INTERFACE TEST' interface. It features a 'Select Filter:' dropdown menu with 'Date' selected. Below this are 'Date From:' and 'Date To:' input fields. At the bottom are 'Go Back' and 'Select' buttons, and the NIAH logo.

8.2 Filter by Date

- Select *Date* from the dropdown menu. This will generate two dialogue boxes named *Date From* and *Date To*.
- Enter dates into the dialogue boxes and click on *Select* to open the record(s). Entering 1800 into *Date From* and 1810 into *Date To* will generate records for all sites dated between 1801 and 1809.

8.3 Filter by Status

- Select *Status* from the dropdown menu. This will generate a dropdown menu of statuses including *Edit*, *Ready For Review*, *Accepted* and *Required Rework*.
- Select the relevant status from the dropdown menu and click on *Select* to open the record(s).

The image displays two side-by-side screenshots of the NIAH Online Database Interface. The left screenshot, titled 'NIAH NEW ONLINE INTERFACE TEST', shows the 'Select Filter:' dropdown set to 'Status'. Below it, the 'Status:' dropdown menu is open, showing options: 'REQUIRED REWORK', '--Please Select--', 'EDIT' (highlighted), 'READY FOR REVIEW', 'ACCEPTED', and 'REQUIRED REWORK'. The right screenshot, titled 'Niah Survey of Wicklow Town 2010', shows the 'Select Filter:' dropdown set to 'Town/Street'. Below it, two 'Town/Street:' dropdown menus are shown, both with 'Please Select' as the current selection. Both interfaces include 'Go Back' and 'Select' buttons at the bottom, along with the NIAH logo and the text 'NATIONAL INVENTORY of ARCHITECTURAL HERITAGE'.

8.4 Filter by Town/Street

- Select *Town/Street* from the dropdown menu. This will generate two dropdown menus with the names of all of the towns and streets that have been entered into the database for that particular survey. The dropdown menus will be in alphabetical order. Users can filter by town only, by street only or by a combination of the two.
- Select the relevant town from the first dropdown menu, followed by the relevant street from the second dropdown menu, and click on *Select* to open the record(s).

NIAH Online Database Interface

Niah Survey of Wicklow Town 2010

Select Filter: Class/Type

Class/Type

Classification: ORIGINAL TYPE

Group: maritime

Sub Group: harbour

Type: lighthouse keeper's house

Denomination:

Reset

Go Back
Select

NATIONAL INVENTORY
 of ARCHITECTURAL HERITAGE

8.5 Filter by Class/Type

- Select *Class/Type* from the dropdown menu. This will generate five dropdown menus named *Classification*, *Group*, *Sub-group*, *Type* and *Denomination*. This is the same format used when assigning classifications in the database.
- Make a selection from each of the five dropdown menus and click on *Select* to open the record(s). **NOTE:** A selection must be made from each of the five dropdown menus as the filter will otherwise generate no record(s).

9. Generating a Report

- The *Reports* function is useful for printing or sharing records from the NIAH Online Database. The reports are in a PDF format which is ideal for copying, printing and reading.

The screenshot shows a web application window titled "Niah Survey of Wicklow Town 2010". It contains several interactive elements:

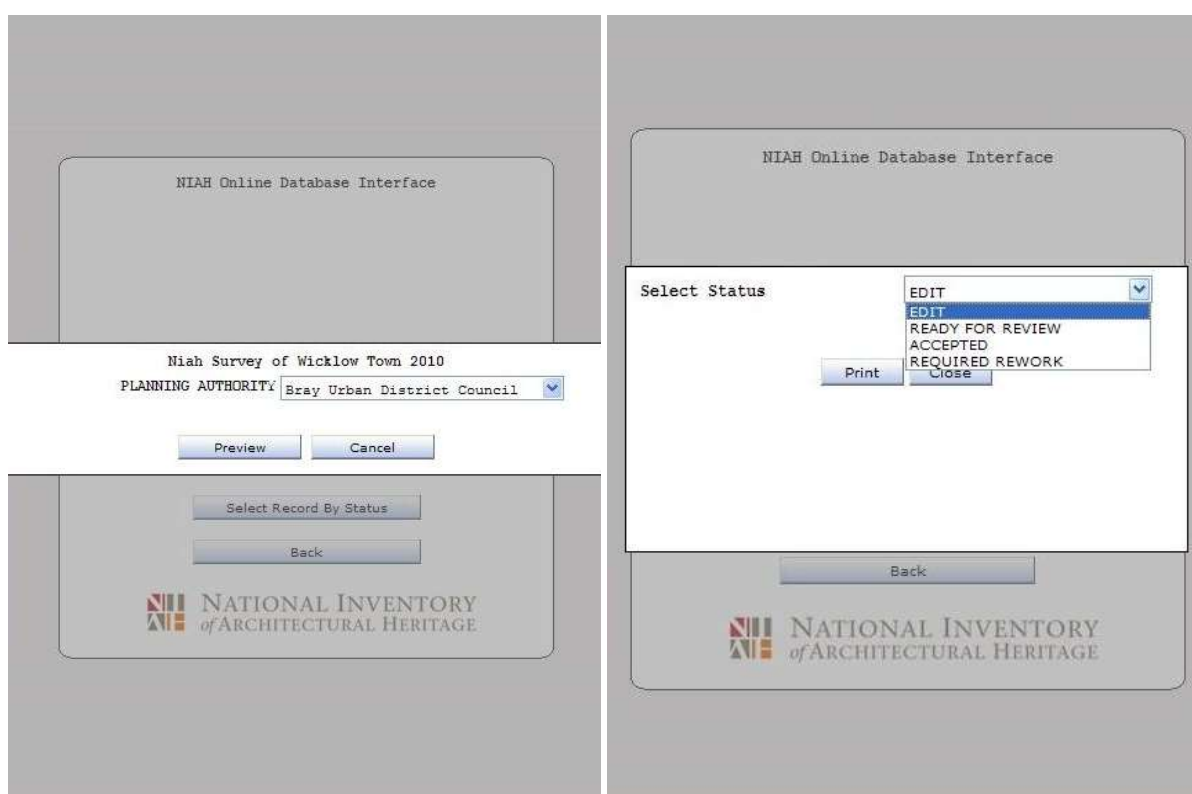
- SELECT A STRUCTURE**: A text label with instructions "(Use CTRL or SHIFT for multiple select)".
- Select All**: A button.
- Structure List**: A list box containing registration numbers: 16000001, 16000002, 16000003, 16000004, 16000029, 16000030, 16000031, 16000034, 16000036, 16000038, 16000039, 16000041, 16000042, 16000043, 16000044, and 16000045. Records 16000030 through 16000038 are highlighted in blue.
- SELECT A REPORT TYPE**: A text label.
- Report Type Dropdown**: A dropdown menu currently showing "Survey Form Report".
- Print** and **Cancel**: Two buttons at the bottom.
- SORT BY**: A text label.
- Sort By Dropdown**: A dropdown menu with options: DATE, REG_NO, MAP_INFO, TYPE- ORIGINAL USE, TYPE-IN USE AS, DATE (highlighted), and TOWNLAND.

9.1 Registration Number

- Users can generate a report for a single record, a selection of records based on the Registration Number or all of the records in the database.
- Select the preferred survey from the dropdown menu in the centre of the screen. Click on the *Reports* button. This will generate a screen with the three formats available. Click on the *Registration Number* button.
- Click on a Registration Number to select a single record; click on a Registration Number, hold down the Shift key and click on another Registration Number to select consecutive records; click on a Registration Number, hold down the ctrl key and click on the relevant Registration Numbers to select non-consecutive records; or click on the *Select All* button to select all records in the database.
- The reports are set to default according to Registration Number. Select one of the six options available in the Sort By dropdown menu – *Reg_No*; *Map Info*; *Type – Original Use*; *Type – In Use As*; *Date* or *Townland* – if preferred.
- Select a *Report Type* from the dropdown menu. The default is *Summarised Report* and generates a concise report excluding the *Photo Information* and *General* datafields. The *Survey Form Report* generates a full report with the *Photo Information* and *General* datafields.
- Click on the *Print* button to generate a PDF which can be printed or saved. The PDF can take some time to generate depending on the number of records and the *Report Type* selected.

9.2 Ministerial with Photos

- Users can generate a report for records based on their local authority.
- Select the preferred survey from the dropdown menu in the centre of the screen. Click on the *Reports* button. This will generate a screen with the three formats available. Click on the *Ministerial with Photos* button. This will generate a dropdown menu with the names of all of the local authorities.
- Select a local authority from the dropdown menu and click on the *Preview* button. This will generate a report similar to the Summarised Report but with the addition of a thumbnail Representative photograph if one has been uploaded. Click on the *Click here for report* hyperlink to generate a PDF which can be printed or saved. The PDF can take some time to generate depending on the number of records selected.



9.3 Select Record by Status

- Users can generate a report for records based on their status such as *Edit* or *Required Rework*.
- Select the preferred survey from the dropdown menu in the centre of the screen. Click on the *Reports* button. This will generate a screen with the three formats available. Click on the *Select Record by Status* button. This will generate a dropdown menu with the four statuses: *Edit*, *Ready For Review*, *Accepted* and *Required Rework*.
- Select the status from the dropdown menu and click on the *Print* button. This will generate a report similar to the Summarised Report. Click on the *Click here for report* hyperlink to generate a PDF which can be printed or saved. The PDF can take some time to generate depending on the number of records selected.

10. Useful Hints and Tips

10.1 Spellcheck

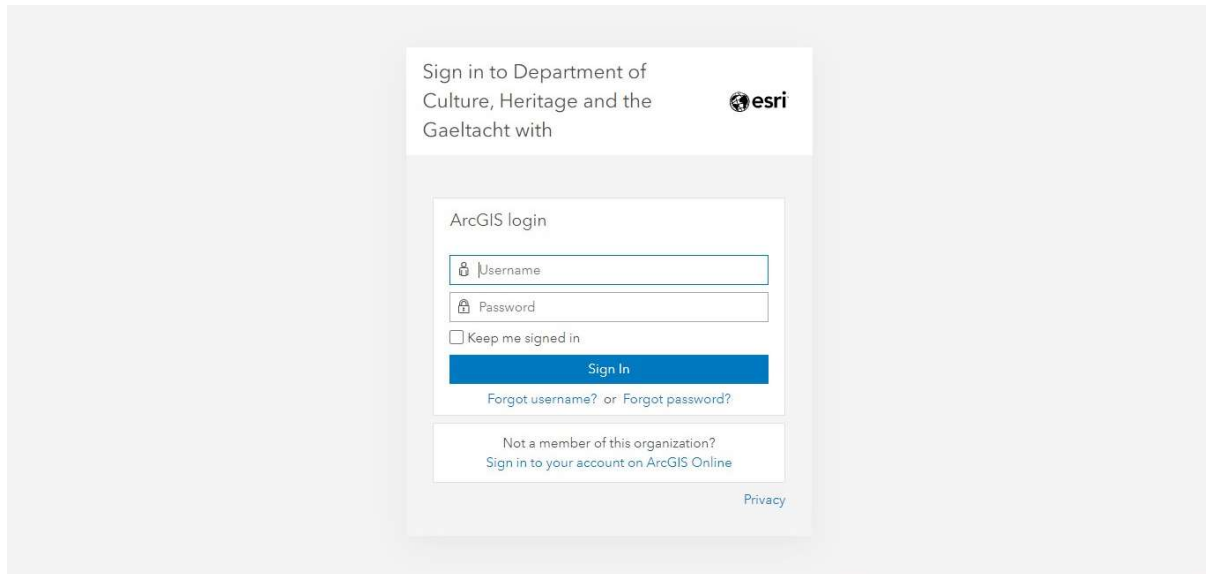
- Users of the NIAH Online Database should consider composing long pieces of texts, such as the *Summary Description* and *Appraisal*, using MS Word and copying and pasting the text(s) into the relevant datafields in the database. This has several benefits as it allows for spellchecking, finding and replacing preferred terms, and there is no risk of work being lost from the connection timing out.

10.2 Losing Your Work!

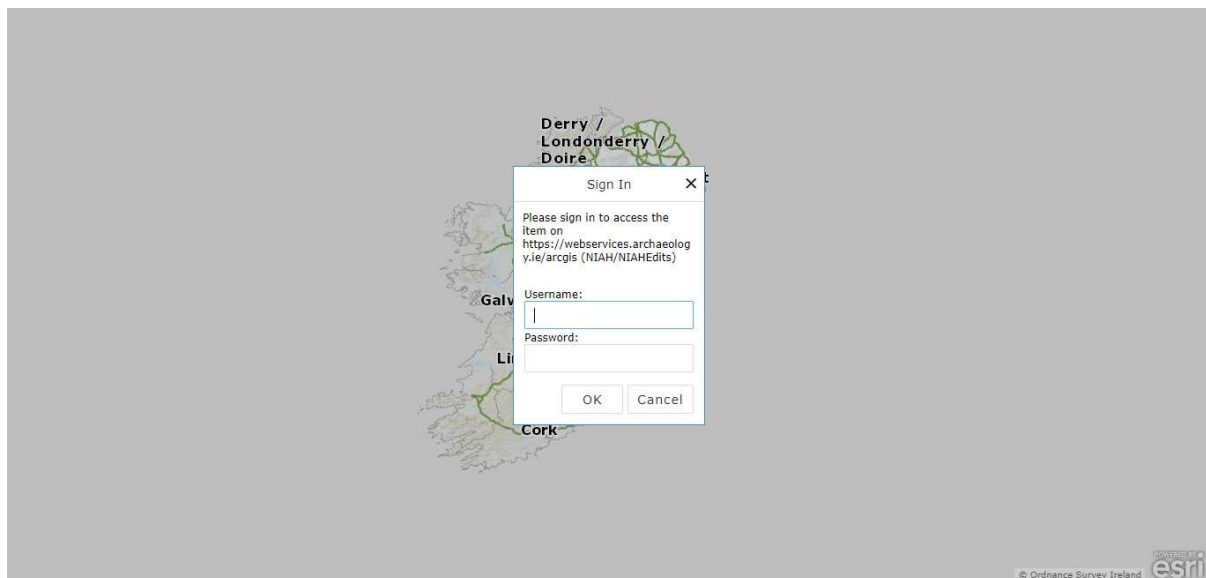
- The NIAH Online Database is reliable and robust but users WILL LOSE WORK if they navigate away from the database while still in *Edit* mode. Users who make a selection from their bookmarks, type a url into the address bar or use the search engine, will NOT be prompted to save their work and, on returning to the NIAH Online Database, will have no option but to cancel any edits made thus far, exit the record and/or database, and start all over. To ensure that work is not lost in this way:
 - **Do not** click on any buttons at the top of the browser window while in *Edit* mode. These buttons include, but are not necessarily limited to bookmarks, favourites, back, etc.
 - **Do not** enter anything into the address bar or search engine while in *Edit* mode. Use a new tab or window for browsing.
 - **Do not** close the window while in *Edit* mode.
 - **Do not** shut down the browser while in *Edit* mode.
 - **Do not** shut down the computer while in *Edit* mode.

APPENDIX F - USER GUIDE TO NIAH ONLINE MAPPING APPLICATION

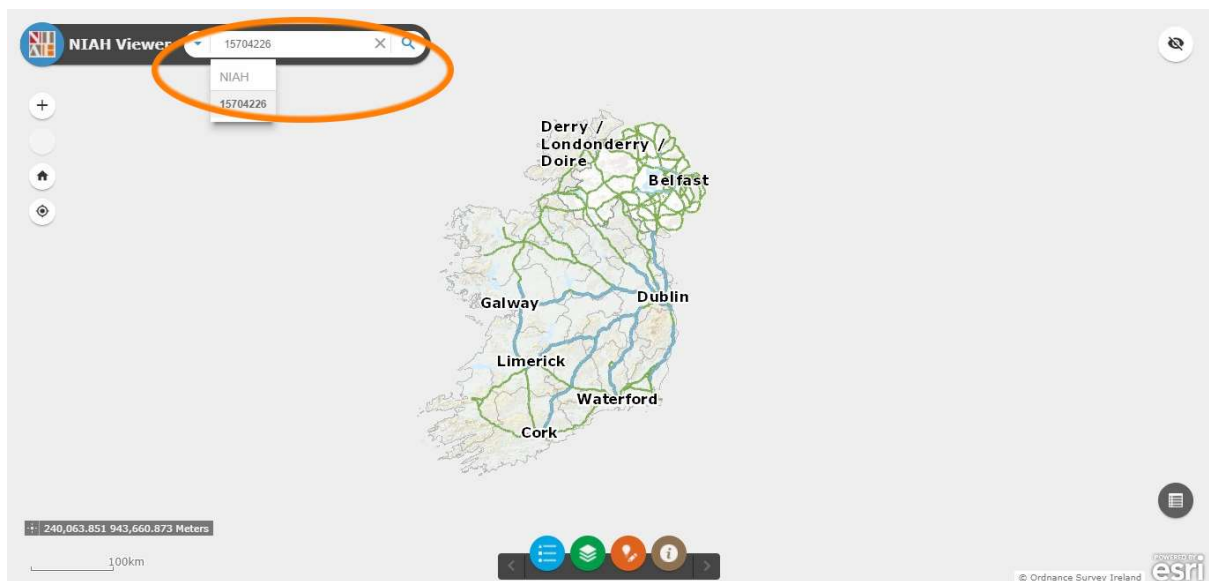
The NIAH will provide the url and user credentials for the NIAH Online Mapping Application at the start of the contract period.



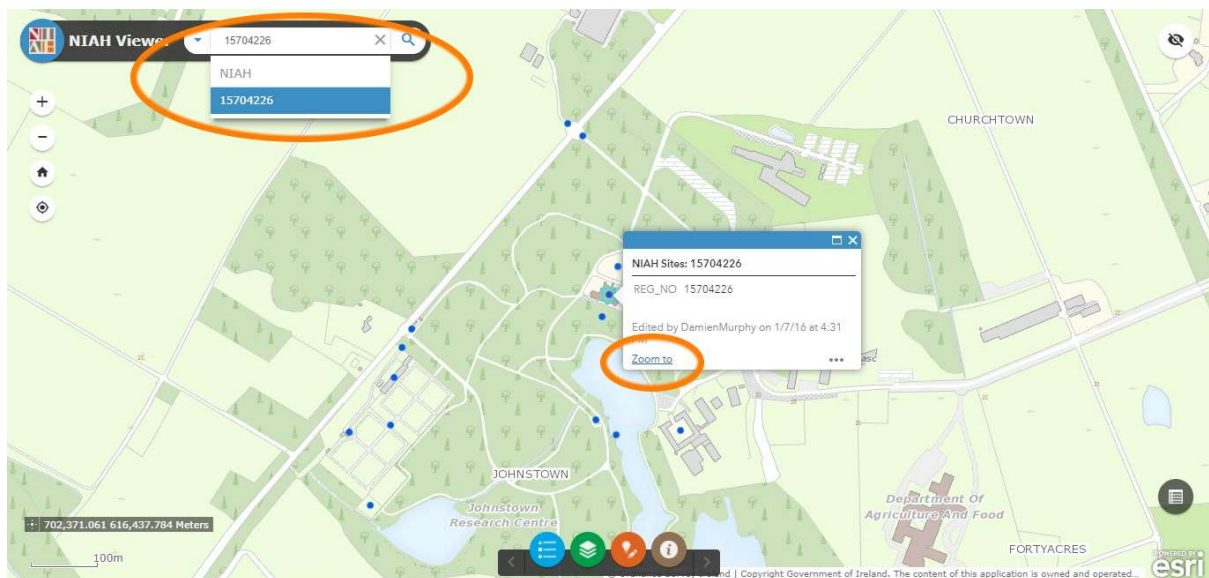
Step 1: Enter ArcGIS Username and Password. Click on *Sign In*



Step 2: Enter NIAH Online Mapping Application Username and Password. Click on *OK*

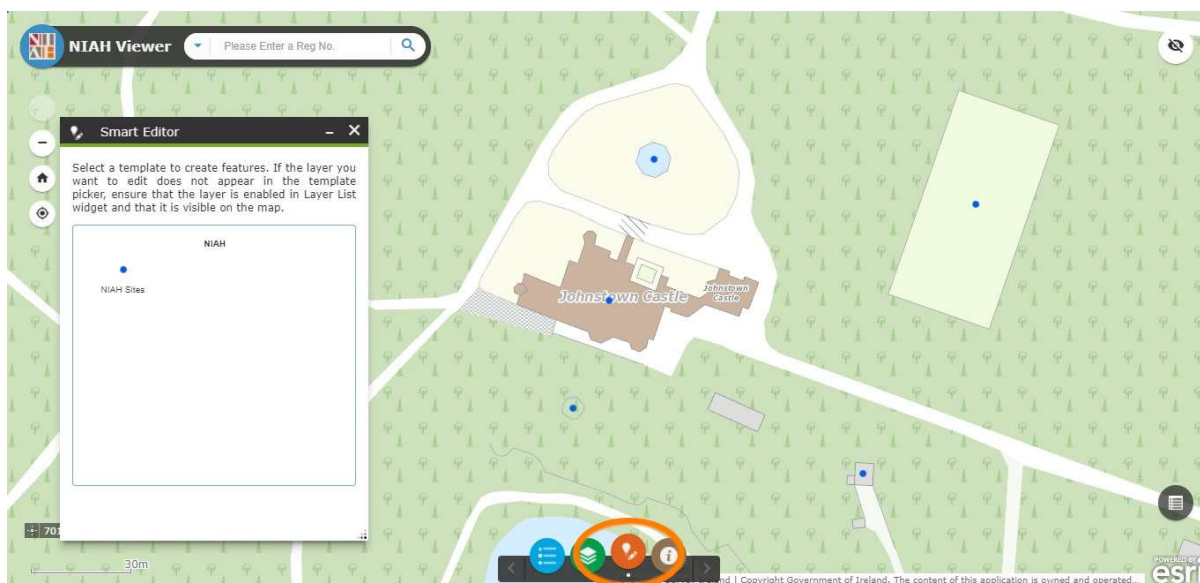


Step 3: Enter Registration Number of point to be checked and/or corrected in NIAH Viewer. The Registration Number will appear in a dropdown menu. Click on the Registration Number

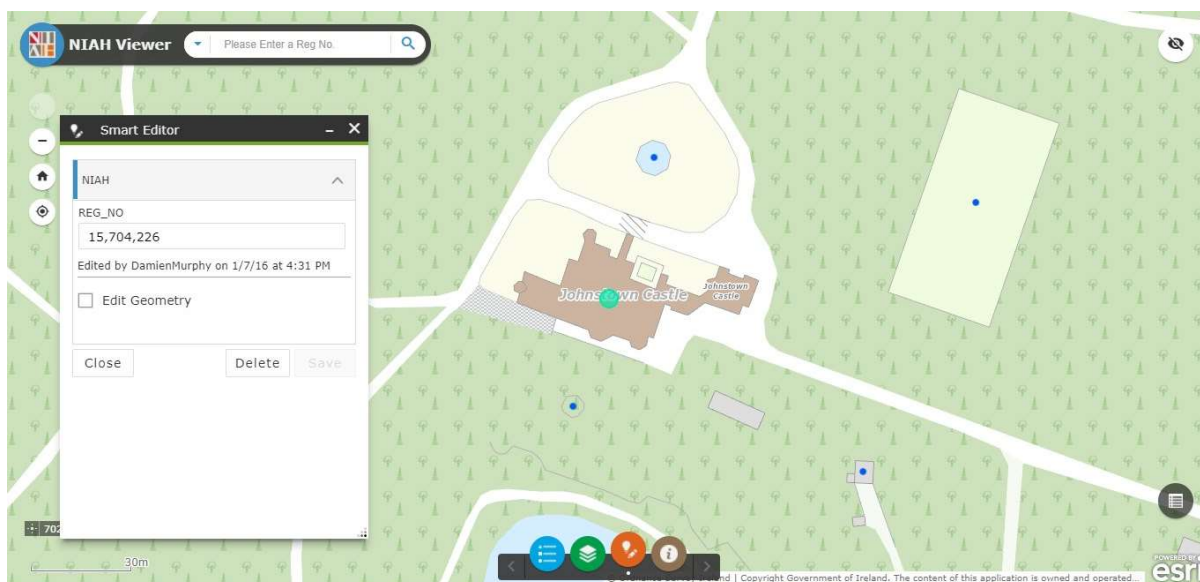


Step 4: The point for the Registration Number will be highlighted. Click on **Zoom to** to select the point to be checked and/or corrected

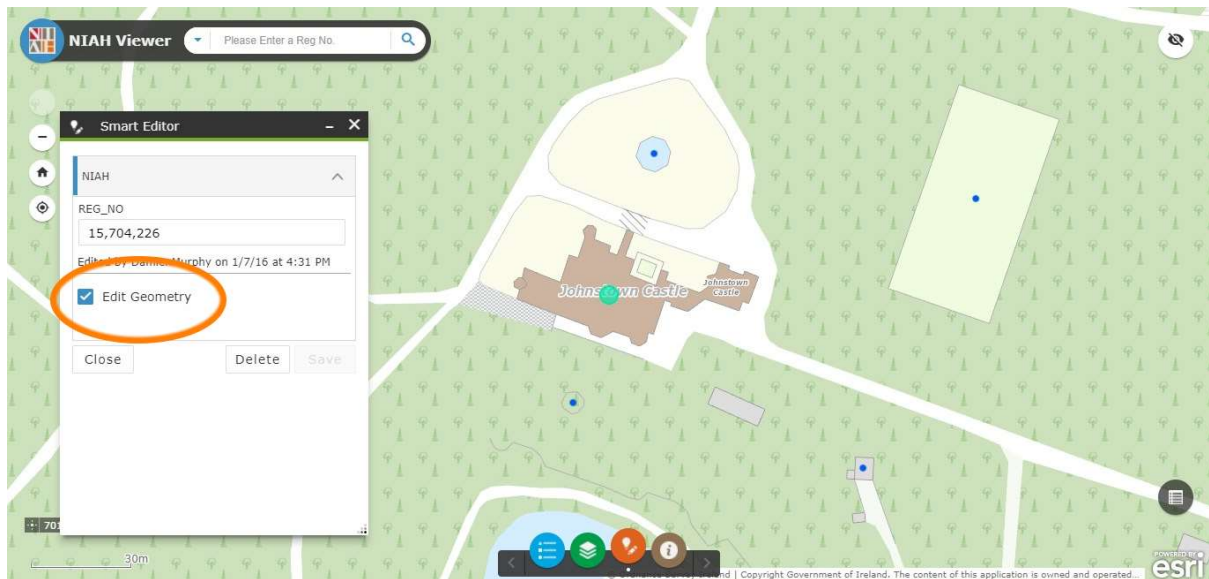
Step 5: Click on the X after the Registration Number in NIAH Viewer to release the point for checking and/or correcting



Step 6: Select Smart Editor – the orange circle – from row of icons at bottom of screen to correct point

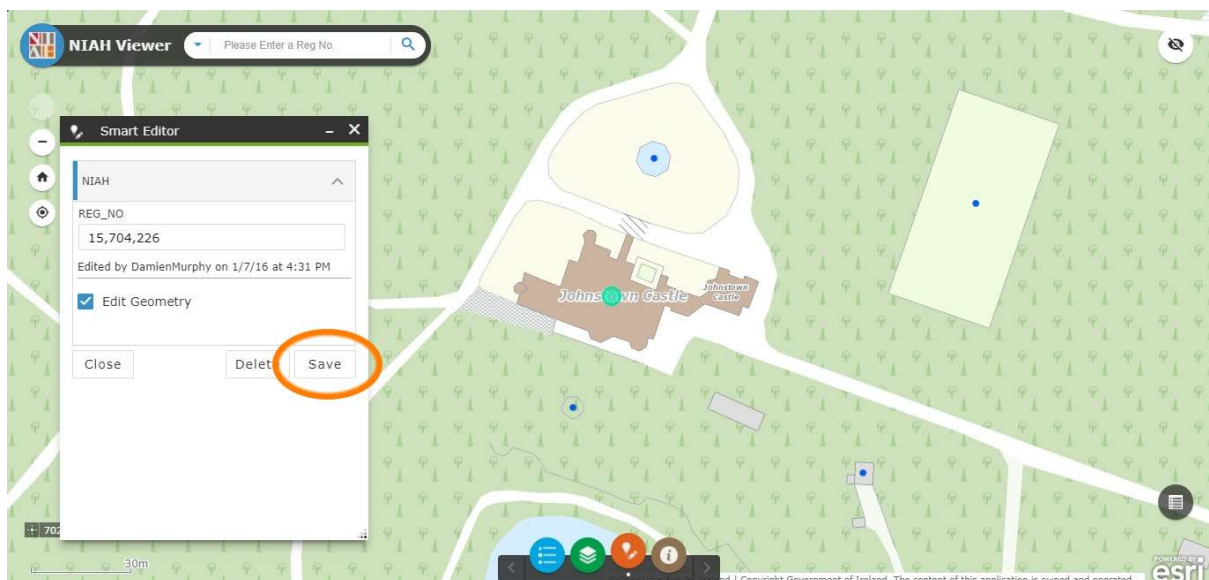


Step 7: Click on point to activate editor. The point should turn into a green circle and a panel with the Registration Number and Edit Geometry should appear on the left of the screen



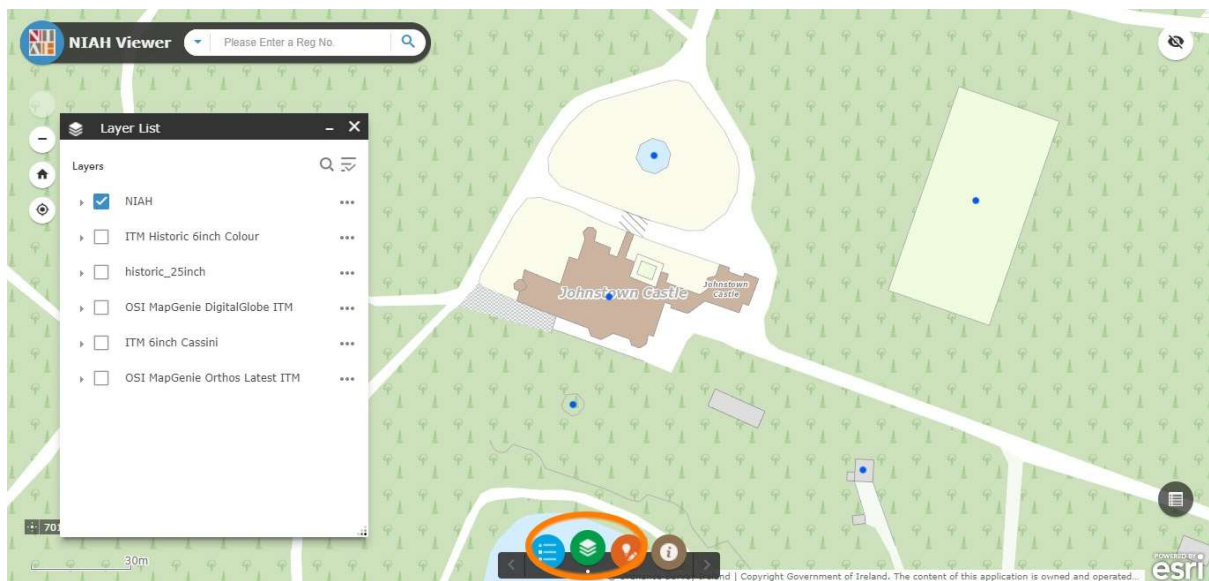
Step 8: Click on *Edit Geometry*

Step 9: Move the point to the correct location and/or centre the point on the principal structure in the record



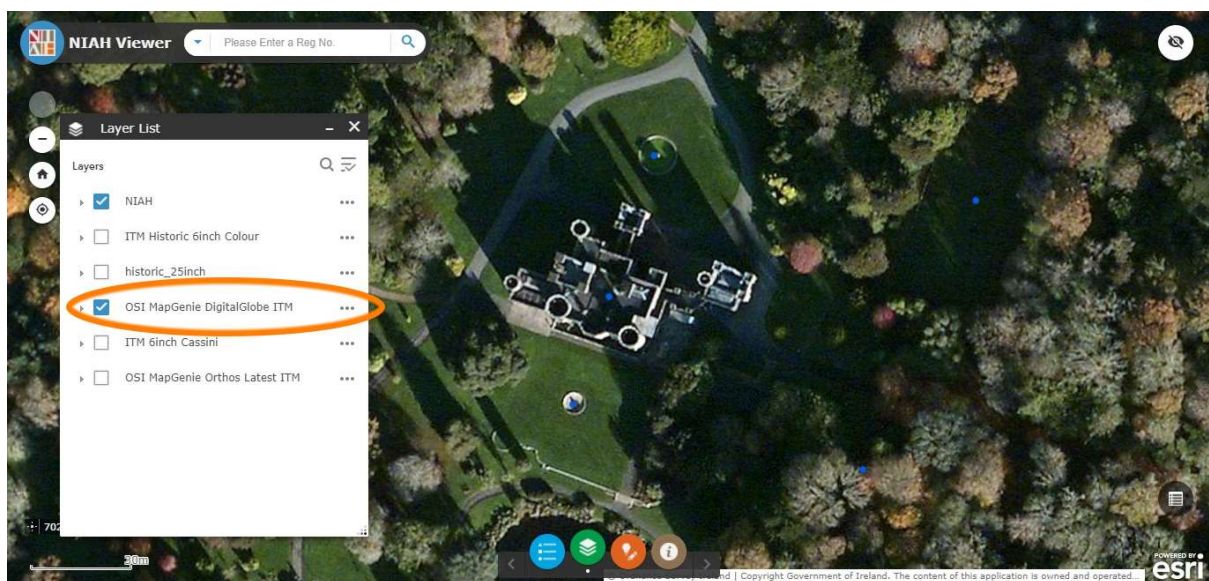
Step 10: Click on Save

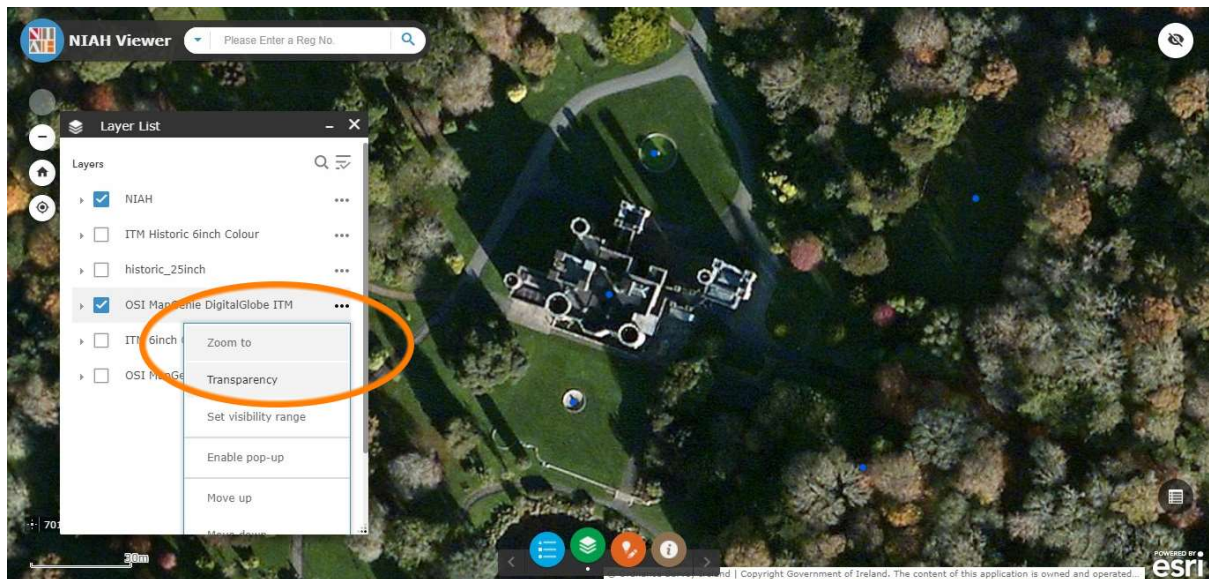
Step 11: Repeat Steps 3-10 to check and/or correct another point or close window to exit NIAH Online Mapping Application



Optional Step 12: Click on Layer List – the green circle – from row of icons at bottom of screen to select your preferred base layer: Historic 6inch Colour (OS1); Historic 25inch; 6inch Cassini; Map Genie Digital Globe (aerial)

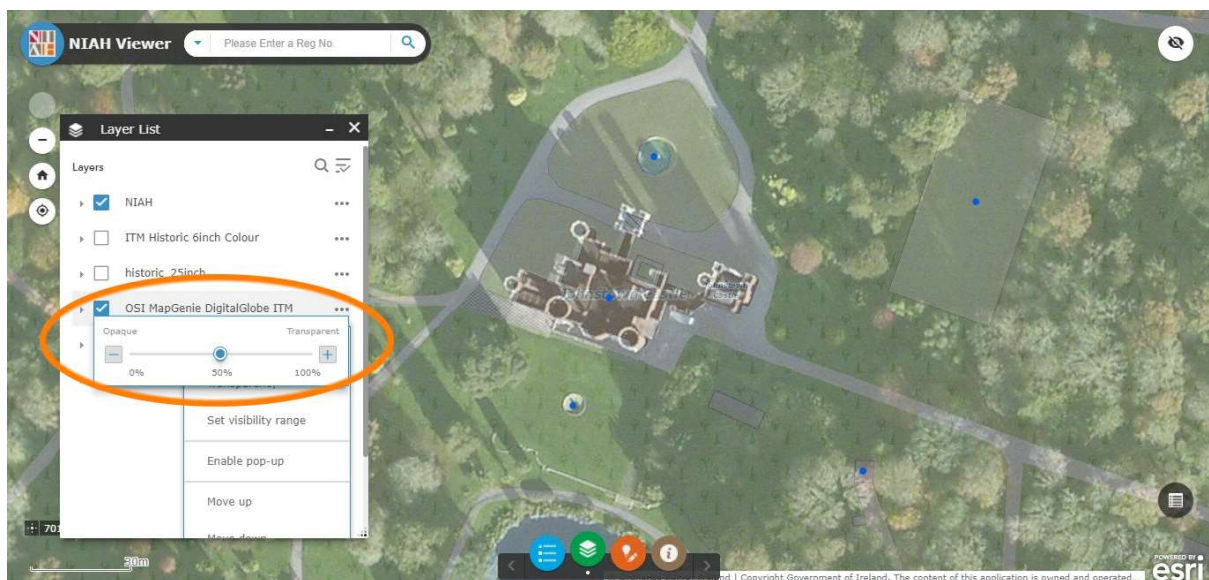
Optional Step 13: Click on Map Genie Digital Globe





Optional Step 14: Click on three dots beside Map Genie Digital Globe to activate dropdown menu and select *Transparency*

Optional Step 15: Use slider to adjust transparency



Optional Step 16: Select Smart Editor – the orange circle – from row of icons at bottom of screen to reactivate editor