

Gardens Trust Training Handout: Enriching The List

Enriching The List is a virtual volunteering project that enables users of the National Heritage List for England (<https://historicengland.org.uk/listing/the-list/>) to share their knowledge and photos of Listed buildings, Registered historic designed landscapes and other protected heritage sites on the List. Contributions will appear on the List after the official entry for that place.

What to contribute

Many entries on the NHLE are quite brief, particularly older ones, and Historic England needs help to expand the information about these nationally important historic places.

If you have information about the architecture, history or archaeology (or photographs) of any building, landscape or other site on the List, which isn't currently recorded in the list entry, please do take part and share your knowledge.

Information you may wish to add includes:

- Information about a building could include both the exterior and the interior.
- Historic interest related to people or events where relevant.
- Photos of the entry, either general photos or to illustrate a particular point. Up to four photos can be submitted each time.
- Personal reminiscences, family and social history are also welcome.
- Full website addresses to external material where there is additional information published online such as a report, historic photograph or record in another database. This is particularly useful for linking to resources from local archives or local Historic Environment Records.
- The website address of your CGT as the author of the information, or a source for those interested to learn more. (This could also be



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 [@thegardenstrust](https://twitter.com/thegardenstrust)

in your profile if you choose to set up an account for your County Gardens Trust or other heritage group, rather than individually, see below).

- References to other published material not available online such as books. This is a useful way to publicise your CGT's publications.
- Where there is a connection or a useful comparison to be made to another list entry, please mention the List Entry Number that's shown on that place's list entry.

When submitting information, please be concise, relevant and of course polite!

How to contribute

1. Complete the Heritage Passport form to become a contributor - a standard registration process which takes a few minutes. (Or your County Gardens Trust can have a group account which HE can help set up - EnrichingTheList@HistoricEngland.org.uk)
2. Search for a place you know on the List using the Search box at <https://historicengland.org.uk/listing/the-list/>
3. At the bottom of the list entry, you will see a section where you can enter your Passport details.
4. A box will now pop up where you can add text or photographs. Do this and submit.
5. Content will appear as soon as it has been checked by Historic England and they try to do this within two working days. You will receive a confirmation email once your contribution has been approved.
6. If your content isn't accepted, you will be sent an email explaining why your content hasn't been accepted.

Permission and copyright

Photos must be taken from public land or public rights of way. If taken from private land then permission must have been explicitly granted by the owner for the photo to be taken and uploaded. (Where a garden is opened to the public some have rules about photography and what you can do with any photos, so if in doubt best to ask!) HE may reject or remove the photo if they believe this is not the case or they receive a complaint.



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The photo must be yours or, if a historic image, you must have the rights to it to upload it. HE may reject or remove the photo if they believe this is not the case.

If taking photos with people in avoid them being identifiable for privacy reasons, crowd photos are ok, remember that the garden should be the subject of the photo not the people or individual plants.

The information you supply will be visible to all users of The List and as such will be available to all those involved in protecting, managing and preserving the historic environment. You will retain copyright of your photos but they will be available for use under licence with an acknowledgement.

Moderation and checking

All content will be checked by HE to make sure it is appropriate and meets their Enriching the List Terms and Conditions <https://historicensland.org.uk/terms/website-terms-conditions/enriching-the-list-contribution-terms/>, but they will not check it for accuracy.

Commenting on other users' material

You will be able to comment on content submitted by another user to provide more information on the point they are making. If you disagree with a comment, provide evidence as to why it might be wrong and please be polite, remember that we are all trying to help improve the information available.

Things to avoid

- Try to avoid angles where cars obscure key parts of the scene, and if there are unavoidable cars in your photograph please don't include readable number plates (unless it's an old image).
- You may not include information about how to help a building or site, but do send this to the HE Heritage at Risk team - <https://historicensland.org.uk/advice/heritage-at-risk/>



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- Current photos of people in close-ups. Individuals should not be identifiable.

Privacy

Your name will appear against your information, however your contact details will only be visible to Historic England and will not be shared without your permission. Your details will only be used in relation to the information you supply to Enriching the List, unless you state that you wish to receive other information from Historic England.

Contact

Email: EnrichingTheList@HistoricEngland.org.uk

Website: <https://historicengland.org.uk/listing/enrich-the-list/>

Twitter: #EnrichTheList

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