

WASC 2339

THE HOMEFRONT (1914-18)
and ITS LEGACIES

— WASC 2339-01
PILOT HANDBOOK (PDF)

— WASC 2339-02
FINAL REPORT (PDF)

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The Home Front (1914-1918) and its Legacies:

A Pilot Study for a national public archaeology recording project of First World War Legacies in Britain: 2014-2018

Pilot Handbook



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Project 6113

Prepared for English Heritage by the University of Bristol & University of York:
Dr Nicholas Saunders, Dr John Schofield and Emily Glass

Summary

At present, the archaeological record of the remaining built heritage and material culture of Britain's First World War heritage is poorly understood in terms of its extent, survival and current condition. With the forthcoming centenary of the 1914-18 conflict, it is timely that the comprehension of this period is improved. This pilot project intended to stimulate and facilitate public interest in the build up towards the wider national coverage that will accompany the anniversary from 2014.

The Home Front (1914-1918) and its Legacies pilot project was undertaken between August 2012 and May 2013. It served as a small-scale but focused pilot to create a methodology for researching and recording traces of the First World War in the Lea Valley and Staffordshire. The project involved a series of visits across these areas to assess potential sites, engage volunteer groups and examine local as well as national archive holdings – including the five Historic Environment Record (HER) offices which span the study areas.

This pilot was designed to test the co-ordination and use of volunteers who systematically identified, researched and recorded relevant sites in their own locales. The methodologies used to do this will be outlined in this document. The results were compiled into a MIDAS Heritage Standard database, ready to be imported into the English Heritage National Record of the Historic Environment (NRHE) database and relevant HERs where they would complement and enhance the existing AMIE resource.

This Pilot Handbook completes the submissions to English Heritage in accordance with an agreement set out in the Pilot Project Design (Glass 2012) and should be examined in conjunction with 'The Home Front (1914-1918) and its Legacies' final report (Saunders *et al* 2014). This work laid the foundation for a UK-wide recording project led by the Council for British Archaeology (CBA) and English Heritage which was designed to coincide with the 2014-18 centenary years of the First World War.

Contributors

This pilot was managed by Dr Nicholas Saunders (University of Bristol) and Dr John Schofield (University of York) with Emily Glass (University of Bristol) as Project Officer.

The project has been indebted to the English Heritage Project Lead Wayne Cocroft, who has provided invaluable advice, direction and knowledge towards the successful completion of this pilot. The patience and assistance of Paul Adams, Phil Carlisle and Matthew Reynolds of the English Heritage Data Standards Unit has also been crucial during the course of the pilot. Valuable additional support was given by Jim Pimpernell (University of Bristol) who created the pilot database and facilitated the site mapping.

Contact Details

Dr Nicholas Saunders and Emily Glass: The University of Bristol, Department of Archaeology and Anthropology, 43 Woodland Road, Bristol, BS8 1UU. Dr John Schofield: The University of York, Department of Archaeology, The King's Manor, York, YO1 7EP.

Email: legaciesofthehomefront@gmail.com

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1 Introduction

The Home Front (1914-1918) and its Legacies pilot project was funded by English Heritage with the principal aim being to establish the feasibility and potential of undertaking a national First World War recording project. Specifically, the pilot was designed to provide improved information for the understanding of the significance and value of First World War heritage on the Home Front. The methodology developed was to be accessible, useable and enable volunteers of all ages to get involved in recording built heritage and archaeological traces of the First World War.

The pilot volunteers utilised an earlier version of this handbook, which was subsequently updated to this edition at the close of the study. This was done using the pilot findings and reflects feedback provided by the volunteers on their participation experience to create a more streamlined resource for future reference.

This revised Pilot Handbook will explain the historical background for this project and give examples of the range of site types that could be encompassed into such a study. It also sets out the methodology for recording Home Front places using a 'Site Report Form' which was completed for each site. A copy of this form and associated crib sheet, the volunteer listing and feedback forms and a guide to using the English Heritage First World War thesaurus have been provided as an appendix to this Handbook.

1.1 Background

Since the end of the First World War an incredible amount of research regarding wartime places, people and events has been undertaken by local groups and societies. Collectively this has generated an incalculable resource which has been disseminated through local publications, talks and open days. However, despite the potential that this body of work is a goldmine of information, much of it tends to stay within the regions in which it was created. In some cases these collections include varied source material such as taped interviews recollecting First World War life and contemporary local magazines which reflect the mood and detail events or stories of the period.

In 2007 Dr Neil Faulkner led an informal discussion with academic and professional archaeologists to discuss the potential of conducting a UK recording project to collate and assess the remaining First World War resource. At that time it was agreed that due to the lack of an overall repository for First World War Home Front remains, it would be constructive to organise a

dedicated study to collate evidence of that period. This was envisaged to be of benefit to local communities due to the key public participation element built into the methodology, which would enable people to actively connect and engage with their local histories. It would also create a resource which could feed back into the professional sector and be employed to inform, for example, heritage protection.

Prior to such an undertaking it was decided that much preliminary work would be required. The conduction of a pilot study would test: archive searches, selecting a representative sample of buildings, places and spaces, the effectiveness of photography, the on-site written record and its input into the database. It was also expected to demonstrate the potential for combining local history and field research in a way which offers opportunities for involvement to a wide range of volunteers and enthusiasts. It was conceived that this work would function along similar lines to the Defence of Britain Project (CBA 2006), which utilised a voluntary workforce to record and assess the physical remains of Second World War defensive infrastructure across the UK.

1.2 Pilot Aims

- Aim 1:** To develop a methodology that will be used by volunteers to document any remaining archaeological/architectural sites or socio-historical occurrences of the First World War on the Home Front 1914-18 and their current condition.

- Aim 2:** To connect with wide public interest in advance of the 1914-18 centenary and be socially inclusive by recording sites which display the experiences of gender and ethnic/religious minorities on the Home Front.

- Aim 3:** To collate the results of the pilot study and produce a final report which will review sources and critique the project. This will be provided to the heritage sector as will the handbook.

1.3 Pilot Scope

The term 'Site' used in this pilot study refers to individual buildings, spaces or places within the Home Front landscape that were created, re-used and/or adapted during the First World War as a response to the 1914-18 conflict. In addition it may be the place where a particular First World War related occurrence happened, such as a bombing location, aircraft crash site, riot, demonstration, fund raising event or even where soldiers mustered in advance of going off to war. An English Heritage Site Type thesaurus for the First World War was created for use during the pilot. This was to enable any recorded site information to conform to existing data in local and national systems and facilitate effective searches to be made.

Primarily the pilot intended to document the Home Front built environment rather than focus on genealogical histories of individual people or regiments. However, provision was made on the 'Site Report Form' to link people to place as, where available, it is important to gather this information. For example: the names of nurses or soldiers recuperating in a particular hospital or people who worked in a specific factory. It could also be the case that the name of an individual may be associated with more than one site, and it is through this that the activities of those people during the 1914-18 conflict can be tracked.

The pilot project aimed to record sites which are still extant in the landscape as well as those places that have been destroyed or remodelled since the First World War. If the researcher/s can uncover enough evidence that a particular place was created, functioned or was modified during the 1914-18 conflict through using e.g. a photograph, newspaper story or as seen on old maps, then it is considered to be a documentable site. This approach would facilitate the full range of Site Types to be recorded and enable the Home Front landscape to be mapped as it was during the 1914-18 conflict, rather than simply record what remains today.

Due to current and planned initiatives to document war memorials and other commemorative features by the War Memorials Trust and the Imperial War Museum, it was decided to restrict the pilot date range to 1914-18. This date range enabled us to create a distinct image for this pilot, with the flexibility of the 'legacies' aspect to be utilised for specific Home Front elements when required. Using this date range also enabled the pilot to encompass formal and informal memorials of wartime landscapes and buildings which were produced, re-created or re-shaped during the First World War. This would include Street Shrines or early dated Rolls of Honour and the rare case of a free-standing war memorial constructed during the conflict. Some of these would still be extant in their physical form, whereas others may only be traced via archive or local library research.

It is obvious that landscape modifications as a response to the First World War did not simply stop after November 1918. This is evidenced by the abundance of War Memorials and later constructions such as Memorial Halls, schools, gardens, sports facilities and 'homes fit for heroes' as promised by Lloyd George for the returning veterans. In some cases the planning and creation of these structures may not have been fully completed until the 1930s, just prior to the Second World War. Therefore the inclusion of such data within the pilot as a legacy of the First World War would have complicated the boundaries and overlap with information collated by other projects.

1.4 Pilot Test Areas

The pilot study was undertaken in the Lea Valley and Staffordshire (Figure 1). These represent places where First World War archaeological research has already been undertaken and the HER officers and local groups are familiar with this period. Additionally, there are well documented First World War links between these areas: both were subjected to aerial bombardment, Staffordshire less so than the Lea Valley, and the German aircrew of two 1916 airships downed in the Lea Valley area (the SL11 shot down at Cuffley and the L31 which crashed at Potters Bar) were transferred post-war to the German Cemetery at Cannock Chase in Staffordshire.

1.4.1 Lea Valley

The Lea Valley in north-east London denotes an area centred on the River Lea around Harlow and Epping Forest in west Essex, south-east Hertfordshire and the Greater London boroughs of Enfield, Waltham Forest, Hackney and east Haringey. This area has a great diversity of extant physical evidence available as it was a key industrial and innovation area and was one of the first areas to experience the world's first Blitz. The Lea Valley also takes in the Royal Gunpowder Mills heritage site, the Royal Small Arms Factory at Enfield Lock and air, water and land transport developments. The Lea Valley landscape was also transformed during the conflict as a result of the increased requirement for home grown food due to supply boats being targeted by German U-boats.

Previous work on First World War remains in this area has been undertaken by the Great War Archaeological Group (GWAG) who investigated the archaeological potential in 2005 (Faulkner and Durrani 2008), and Dr Jim Lewis who has published extensively on the diverse industrial and social heritage of the Lea Valley (Lewis 1999, 2001, 2009a, 2009b, 2010a, 2010b).



Figure 1: Map of UK showing location of pilot areas – Staffordshire and Lea Valley. ©Digimap - ©Crown Copyright / Database Right 2009, Generated in ©ArcGIS (©Author)

1.4.2 Staffordshire

The present-day county of Staffordshire, which includes the Unitary Authority of the City of Stoke-on-Trent, contains a rich variety of First World War remains. There is extensive evidence for urban and rural, military and industrial activities which reflect the daily lives of civilians and soldiers on the Home Front. Factories increased their production of existing goods such as boots and clothing for soldiers, or were required to produce new items necessary for wartime. These included ceramic pieces for the manufacture of chemicals and for supplying the canteens of the new armies.

The landscape of Cannock Chase is one of the most notable sites in Staffordshire, used for pre-war deployment training of troops and transformed by the construction of two large military camps: Rugeley and Brocton. In addition to the training aspect, these camps required extensive infrastructure, supply lines, communications and support during their use. The local response to the siting of the camps and their inhabitants was reflected in the built environment, with the creation of shops, hostelry venues and tea rooms which are now only evident in contemporary images and drawings as the Chase has since reverted back to an area of managed land.

Cannock Chase is managed by Natural England and in 1958 was designated as an Area of Outstanding Natural Beauty (ANOB). The Chase has hosted a few First World War related archaeological excavations as part of collaborative research projects between local people, groups and archaeologists. This included the partial excavation of the Messines Model, published by Birmingham Archaeology and the No Man's Land Group (Brown *et al* 2007). The Model was found to be in a very good state of preservation which led to it being fully exposed and recorded in 2013 as a community archaeological excavation. This was taken forward by Stephen Dean of Staffordshire County Council and run by No Man's Land with funding from Natural England.

2 Pilot Site Types

Unaltered First World War sites are extremely rare as most places and spaces have been modified at some point over the past 100 years. Therefore it is crucial that volunteers combine archive and research work with a field examination of the remaining structure to identify the particular 1914-18 elements to record. This may be required where a building has extended its architectural footprint since the First World War e.g. a factory or for those military sites which were re-used during the Second World War. This may make it problematic to separate the components of each individual conflict.

This section will list Site Types that are available on the Home Front to be investigated and recorded using the following themes and give a brief case study as an example:

- Civilian, Domestic and Agriculture
- Industrial
- Military Defence and Training
- Hospitals and Convalescent Care
- Memorials and Gravestones

2.1 Civilian, Domestic and Agriculture

The potential for recording sites relating to this theme is vast and could, to varying degrees, potentially include the majority of buildings and spaces in the UK. Through recording sites such as these, their First World War role can be highlighted, thus demonstrating the impact of the conflict across the full Home Front landscape. These sites could encompass:

- Agricultural and forestry places which expanded food production or timber collection including green spaces where additional vegetables were grown to boost supply e.g. school playing fields, golf courses, village greens
- Locations associated with the Women's Land Army

- Sites where notable events took place or are associated with noteworthy individuals e.g. where Zeppelins crash landed, bombing raid locations, riots or rallies occurred or where prominent persons operated during the conflict
- Civilian buildings constructed or modified as a specific response to the First World War in urban and rural landscapes e.g. civilian air raid shelters, first aid posts
- Houses where groups met and contributed to the war effort – such as Red Cross meetings, Civil Defence planning, knitting houses and bandage rolling work
- Locations of social-related war efforts e.g. fund-raising rallies, concerts, Belgian refugee halls, public kitchens, recycling collection depots
- Country estates or government buildings requisitioned during wartime
- Pre-war houses or buildings where named persons lived who contributed in a demonstrable way to the war effort or where an event or gatherings occurred

2.1.1 Case Study: Grove House in King Street, Newcastle-under-Lyme



Figure 2: Grove House in King Street, Newcastle-under-Lyme, registered as a War Supply Depot in 1915

Domestic dwellings were used during the First World War by middle-class ladies who chose to do their bit for the war effort by undertaking group activities that would aid those who were fighting abroad. In 1915 a Miss Edwards registered her Newcastle-under-Lyme house (Figure 2) as a War Hospital Supply Depot to co-ordinate parties of workers, mostly ladies, who carried out war work. These places were devoted to creating garments, roller and triangular bandages, swabs, dressings, knitting and cutting patterns.

2.2 Industrial

Many First World War industrial structures that were created or appropriated during the conflict have been lost through the more recent modernisation or relocation of processing and manufacturing. Through extensive research, Dr Jim Lewis has explored the important wartime role played by industries in the Lea Valley. In addition to well-known industrial complexes, such as the Enfield Royal Small Arms Factory, he has highlighted a wealth of archive material and a rich physical legacy pertaining to industries that contributed a range of products and services to the war effort (Lewis 1999, 2001, 2009a, 2009b, 2010a, 2010b).

The redevelopment of large complexes and individual buildings over time has highlighted the importance of documenting the function and location of these places. It is in this way that a sense of the Home Front industrial landscape can be created and what remains today can be assessed. Examples of industrial-related Home Front sites available for recording would include:

- Industrial structures and associated new settlements. This includes new factories and workshops as well as existing ones that increased or adapted their production during the war years and hence had an altered architectural footprint
- Factories related to the chemicals, ammunition and gas industries or communications technologies and associated welfare facilities
- Industrial workers accommodation or housing created as a direct response to the increased need for workers at e.g. a munitions factory
- Weapons, military equipment or machinery factories, including those who had previously manufactured non-conflict related items

- Buildings where named persons lived who contributed in a demonstrable way to the industrial war effort e.g. workers or management personnel of factories or other war-related industries

2.2.1 Case Study: Cordite Incorporating House, Royal Gunpowder Mills, Waltham Abbey

The footprint of the Royal Gunpowder Mills Factory at Waltham Abbey contains a multitude of buildings relating to industrial technologies that were developed before and during the First World War. By examining large facilities such as this it is possible to highlight the technological advancements and associated societal change that occurred during the conflict. The demand for cordite was substantially increased during the First World War which led to a massive expansion of the Cordite Factory area at the Royal Gunpowder Mills. With a diminished male workforce during wartime, the number of female staff hired at the factory was significantly increased in order to meet this intensified manufacturing output (Figure 3).

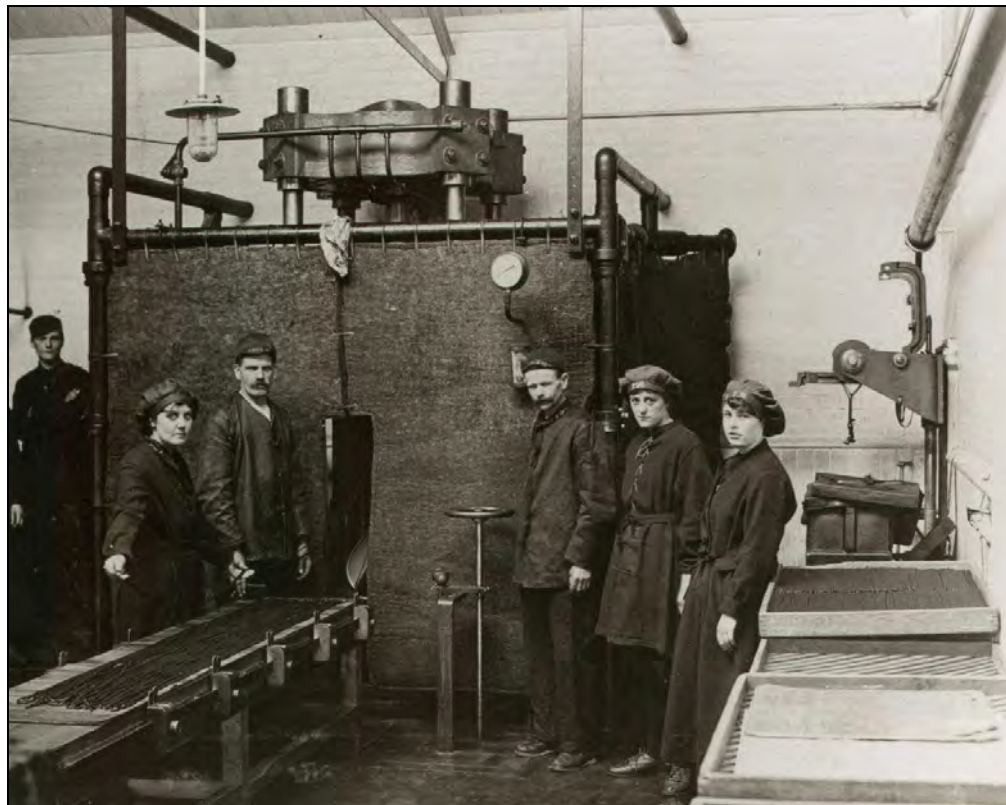


Figure 3: Male and Female workers inside No. 2 Cordite Incorporating House in 1917, Royal Gunpowder Mills (Ref: WASC 1655/28)

2.3 Military Defence and Training

During the First World War many places and spaces within urban and rural Britain were utilised to fulfil the increased necessity for military organisation, training and mobilisation. The pilot aimed to record previously established military locations that were used as headquarters and muster points for regiments as well as newly requisitioned places and surrounding land where soldiers were billeted and trained.

Locations encompassed within this theme would include:

- Military specific buildings for: Command, Administration, Camps and Training areas
- Military buildings constructed as a specific response to the First World War in urban and rural landscapes
- Military Airfields and associated infrastructure
- Country estates or government buildings requisitioned during wartime for military purposes
- Coastal and air defence sites, including barrage balloons, gun and searchlight positions
- Transport Sites, supply and distribution lines for the Home Front/Fighting Front
- Military listening stations or points
- Signing up locations, march routes and departure points for newly formed battalions
- Military communications and propaganda networks
- Remount Centres and other military animal training or collection locations
- Any surviving locations of wartime damage by German bombing and naval bombardment, and associated contemporary commemoration and memorialisation

2.3.1 Case Study: Stow Maries Airfield

The First World War Aerodrome of Stow Maries was in use from 1916 to 1919 as a home defence station in the war against Zeppelin and German aeroplane raids. It was the base for the newly formed 37 Squadron, Royal Flying Corps and is thought to be the last intact First World War structure of its kind in Europe. It houses many original buildings in situ which are currently undergoing restoration to bring the site back to its 1918 appearance (Figure 4).



Figure 4: Recent view of HQ building at Stowe Maries Aerodrome (Image ©Wayne Cocroft)

2.4 Hospitals and Convalescent Care

The need to increase the quota of hospitals and beds on the Home Front during the First World War was recognised in advance of the outbreak of hostilities. The number of existing military hospitals would not be able to cope with the predicted level of casualties, therefore current operations needed to be expanded and additional places provided. All possible military medical facilities were put into action and where new army training bases and camps were created, they were done so with hospital services included. Many civilian

hospitals and other large buildings were turned over to military use as war hospitals and places of convalescence by permission of the Local Authority or Government. In addition, auxiliary and private hospitals and those run by the Order of St John's or the Red Cross were created in public and private buildings. These usually functioned in conjunction with neighbouring larger hospitals and military facilities.

The range of hospital and convalescent facilities that could be recorded would include:

- Country estates, private housing, government or ecclesiastical buildings requisitioned or donated during wartime for hospital or convalescent care
- Military Hospitals and Auxiliary/VAD (Voluntary Aid Detachment) hospitals or other places of convalescence
- Temporary welfare tents/camps for medical staff and patients
- Specialist hospitals for the treatment and after-care of soldiers suffering from gas poisoning, surgery such as amputation and mental health issues
- Entertainment, teas and outings provided for soldiers in recovery
- Buildings turned over as places of rest and shelter for convalescing soldiers
- Medical facilities associated with refugee or prisoner of war camps
- Home Front war efforts to provide additional care for the families of soldiers

2.4.1 Case Study: Mr Davies greengrocery shop

In High Barnet, a Mr Davies turned over his Greengrocer's shop to become a place of rest and shelter for convalescing soldiers. The service of Mr Davies was put forward by the local Reverend at a war meeting as he was seen as an 'admirable representative and whose good service the soldiers may anticipate with confidence'. The shop floor was subsequently re-designed to become a patriotically decorated environment where recuperating soldiers could converge to play board games and cards (Figure 5).



Figure 5: Mr Davies greengrocery shop in 1916 being used by convalescing soldiers as a place of rest and shelter (Barnet Museum Ref: 952)

2.5 Memorials and Gravestones

The memorialisation response to the First World War was immense due to the vast number of military casualties incurred. The soldiers who died in foreign lands were either interred in cemeteries or mass graves, or lay where they fell and have no known grave. The latter were usually commemorated on formal memorials close to the last known position of the missing soldier's regiment. In Britain, innumerable injured soldiers were transferred back to the Home Front for specialist care and rehabilitation. This generated additional fatalities which included many who died after the close of the war, either from their injuries or as a result of the Influenza Pandemic of 1918.

In addition to recording graves or memorials for military personnel, the pilot would also be interested in recording civilians who died as a result of the country being at war. This could be due to aerial bombardment, nurses contracting disease or through disasters at munitions factories or other warfare industries. Accidents also occurred within military training across Home Front landscapes, seascapes or aircapes.

The methodology developed for the First World War pilot project was designed to enable the recording of 1914-18 dated memorials, commemorations or gravestones for both military and civilian casualties. Although via the 'legacies'

aspect of the pilot it is feasible that gravestones could date up to 1921, which is the cut-off date used by the Commonwealth War Graves Commission (CWGC).

This range of sites would include:

- Cemeteries or specific memorialised areas within existing churchyards dedicated to members of the military who died and were buried during the conflict
- The graves of civilians who died as a direct result of the country being at war e.g. munitions workers as a result of accident, nurses or those who died during air raids
- Street Shrines or Rolls of Honour created during the 1914-18 conflict, which were often temporary in nature
- Wartime graves containing First World War soldiers who died of wounds – which may have a bespoke or CWGC type headstones.

2.5.1 Case Study: Gravestone for Flight Serg Arnold Ralph Bean

The bespoke gravestone of Flight Sergeant Arnold Ralph Bean is located at St Bartholomew's Church at Norton-on-the-Moors, Stoke-on-Trent. He died at the age of 19 and was one of three casualties sustained during a training exercise at Fairlop Aerodrome, Essex on 29 July 1918. The gravestone is of a unique design and depicts a portrait of A. R. Bean in uniform above a scrolled inscription with an AVRO plane at the base (Figure 6). One of the highest mortality rates for trainees was experienced within the Royal Naval Air Service (RNAS), an organisation which merged with the Royal Flying Corps in April 1918 to create the Royal Air Force (RAF). The elevated rate of death under this Service was due to the recent advent of manned aero-technology in warfare and the associated requirement for high-risk training in order to become qualified. This mortality rate statistic was well known at the time and consequently any officers or men who died in this way were commended as heroes.



Figure 6: Bespoke gravestone for Flight Sergeant A. R. Bean in Staffordshire

2.5.2 Case Study: Rolls of Honour

In the early part of the war local firms and businesses were encouraged to hang Rolls of Honour holding the names of those who had enlisted to encourage more recruits from their workforce. There are other types of ‘Rolls of Honour’ that were created by civic officials, councils and government, some of these were plaques commemorating the final list of the dead from the First World War and may have then been attached to an official War Memorial. This pilot project would record those Rolls of Honour that were created during the 1914-18 conflict period. Figure 7 shows a ‘War Shrine’ that was unveiled in Margate on 26th April 1917 by the Mayoress, Mrs W Booth Reeve. It originally comprised three panels but, as the list of names to be added grew, a fourth panel was added. They were originally erected outside the Town Hall and the original cost was borne by the Mayor, Mr William Booth Reeve, who served as Mayor from 1913 until the end of the Great War. For services to the town throughout that war, he was awarded the OBE.

Using the 1914-18 focus of the pilot recording it would be possible to distinguish contemporary wartime memorial plaques from those commemorative memorials that were created from the inter-war years to the present.



Figure 7: Roll of Honour unveiled at Margate in 1917
(See: <http://www.margatecivicsociety.org.uk/margatewarmemorial.html>)

2.5.3 Case Study: Street Shrines

Street Shrines were memorials created during the First World War to commemorate the fallen and would have been amended during the conflict to reflect additional names, regiments or battles. These were homemade versions of more formal company-erected Rolls of Honour and were created by local people to hang in streets and terraces, or at a place central to an area (Churches, Town Halls, local parks etc.). Street Shrines were decorated with

photos of loved ones, flowers and offerings of chocolate, cigarettes and money (Figure 8). These donations were usually collected and sent out to the local regiment to which it referred.

The first Street Shrine was set up in south Hackney in August 1916. Queen Mary then visited some of the East End shrines in 1917 which gave impetus to the spread of this type of memorial. Initially these shrines recorded the names of those who had enlisted from the local street or area to serve in the war. Inevitably by the end of the war these name lists mostly commemorated only those who had lost their lives, although this practice would vary from shrine to shrine. After the war, most Street Shrines were either relocated to an interior location such as a church or formally dismantled through a religious ceremony in advance of a more formal War Memorial construction.



Figure 8: Street Shrine at St Agnes Church in London (IWM Ref HU 58985)

Although the actual Street Shrine structure may no longer be in existence, the wall or building to which it was attached may still be present. This can be deduced through wartime photographs in archives or via 1914-18 newspaper stories. If the position of the shrine is still extant in the landscape then part of the site recording would be to take a modern-day photograph of the location from the same angle as the archive image. This would allow us to make visible the current position of that site which has been 'hidden' over the past 100 years.

3 Methodology for Site Recording

In order to engage volunteers to participate in the pilot it would be necessary to send out expression of interest emails to existing researchers and groups in the study areas. This list can be created by making a search of the local area using the internet and by consulting the relevant Historic Environment Record Officers. This list should include historical and archaeological societies, Council for British Archaeology regional groups and museums or archiving associations. Often these branches may be part of an overarching group which would be a more direct and speedy method of contacting a wider audience.

The next step would be to arrange a meeting with groups or individuals who responded to the initial call for volunteers. This would be undertaken at a suitable local venue such as a museum, community centre or society meeting room. This meeting would further outline the pilot project aims, scope and recording methodology as well as answer any queries from the volunteers that arose during the discussions. Attendees should be provided with a hard copy and/or emailed an introduction pack containing the following documents:

- 'Information for Participants' - an early version of the Handbook
- English Heritage Thesaurus lists for *Site Type* and *Construction Materials*
- 'Introduction to the Thesaurus' - an explanation on using Thesaurus lists (see Appendix C)
- The 'Site Report Form' and associated 'Notes for Compilers'

Beyond the obvious military nature of many First World War buildings and modified places or spaces, there would be the potential that this pilot recording could reflect social, gender, religious or ethnic experiences. In order to consider this range effectively, the pilot recording methodology was designed to be inclusive enough to support the scope and scale of First World War transformations.

It was not intended to record every single First World War site during this pilot, only that each group should record a sample of different types to demonstrate the range of potential in their areas. The choice of Home Front sites to be recorded should be put forward by the volunteers and agreed through a consensus to generate a varied selection and avoid any overlap with other groups. In addition, it was conveyed that any access requirements and health and safety issues should be considered when choosing which places to record.

3.1 Archive Research

The volunteers were advised that they should first assess the contents of their local Historic Environment Record, local archives, museums and any other avenues of potential within their recording area. This would be in addition to any personal or group holdings that the volunteers may possess to create their selection of First World War sites to record. In advance of the centenary, much work has been initiated to assess the UK First World War resource, such as the JISC (2012) listing of collections which should be examined, particularly for Red Cross information. It was also suggested that, if possible, they consult any national First World War holdings for their area at e.g. the Imperial War Museum, National Archives, English Heritage Archives at Swindon (particularly for: Dobinson Reports (1996) and Aerial Photographs) and The National Army Museum.

Other potential sources of information would be:

- Local maps that date to before and after the First World War would be a useful method to track changes in site use and explore how places have developed over the past 100 years.
- Local newspaper articles or Parish Magazines could contain invaluable information for identifying First World War sites and be used to comprehend the 1914-18 UK Home Front.
- Trade listings such as Kelly's Post Office Directories can be used to research people associated with specific buildings during the First World War to link people to place.
- Finally the internet would be an extremely useful resource for general knowledge, ideas for possible sites and for finding information on people, institutions and places which no longer exist.

Any archive information that is used during the recording should be referenced correctly on the Site Report Form. The type of source e.g. book, newspaper, magazine, leaflet, poster etc. needs to be listed with the author, page numbers and the location of that archive material. This could be the name of the museum or particular archive with the relevant reference number used by that repository. This would enable any future investigators to go direct to the source used for their research.

3.2 Site Recording

Each site was to be recorded using the 'Site Report Form' in conjunction with the 'notes for compilers' (Appendix A). The English Heritage First World War thesaurus of terms for Site Type and Construction Materials should also be consulted in order that the correct terms are used throughout the recording.

In order to ensure there was no possibility of double-numbering, the pilot areas were assigned separate numbers for their recording: The Lea Valley used 1 to 4,999 and Staffordshire 5,000 to 9,999. From within these number blocks, each volunteer group was designated individual Site Reference Numbers (SRN) to undertake their recording. The data for each site recorded by the volunteer researchers was linked via the Site Reference Number. This unique number correlated the actual location of the place that was recorded (site) with:

- a) the Site Report Form,
- b) any digital photographs or related archive documents, and
- c) the database record.

The volunteers were also given a participant record sheet to list the people who were involved within each group and to give them a volunteer number for use on the Site Report Form. A volunteer group feedback form was also issued to enable the participants to critique the pilot and make suggestions for the future (Appendix B).

The Site Report Form required mandatory data and information specific to the pilot including: the Site Reference Number, Site Type, location, description, name, construction materials, any associated documentation, names of people associated with the site and names of the people and groups doing the recording. Volunteers were also encouraged to provide information on the current nature of site use, present condition and list any visible or known threats. Additional provision was made to collate any 'myths' or commonly acknowledged hearsay to give weight to the local perception of a place.

Names of people known to be associated with specific sites or events, workers, prominent persons, casualties, the interred person or their relatives should be documented in association with the site. This could be particularly fruitful within an examination of female workers as at present personnel records for First World War factory employees barely survive, or were not detailed in the first place. This information could be supplied by descendants of workers who have knowledge through their family genealogy and the stories of their parents or grandparents. On a larger scale, this could potentially capture a great deal of

data which may otherwise be missed due to the lack of available documentation.

To enable the mapping to be generated from the recorded data it was of paramount importance that the National Grid Reference (NGR) was worked out as accurately as possible. Ideally this would be to a 12-figure reference (6 Eastings and 6 Northings) which would give a location point to within 1m. It was suggested that in addition to the use of paper Ordnance Survey maps, the volunteers could utilise an online tool to acquire the NGR such as:

- <http://gridreferencefinder.com/gmap.php>
- <http://wtp2.appspot.com/wheresthepath.htm>.

As a postcode is also required as part of the location information on the Site Report Form, then volunteers can cross reference the NGR with the required postcode to ensure that an accurate pin can be generated for the map.

The 'Site Report Forms' from the recording should be kept in a safe place with the photographs and archive documents until the next scheduled meeting with the pilot project co-ordinator. It would be at this stage that forms are checked for errors and, if required, additional advice given on the use of the project material. Once the checking is complete then the forms would be ready to be inputted onto the database.

3.3 Photographs and Archive Documents

The pilot project was designed to deal with digital photography only. Volunteers should take no more than 5 digital photographs per site to be saved as .jpg format, with any additional archive material scanned and saved as .pdf or .jpg format. See the **Digital Photographs** section of the 'Notes for Compilers' for more information on how this process should work (Appendix 1). A brief description of each image or document should be written on the Site Report Form, ready to be listed on the database.

Individual image or document numbers would derive from the Site Reference Number and should be allocated by the volunteers as part of the recording. For example: Site Reference Number 235 with two digital photographs and a scan of a newspaper article would be listed as such:

- 2 photos = 235_01.jpg and 235_02.jpg
- 1 scan = 235_03.pdf

Volunteers should take photos of all sites that they document, whether that place is still extant or not. This will assist the project by making a record of that location in the landscape 100 years on and enable the scale of redevelopment to be comprehended. If the archive research unearths a photograph from 1914-18 of a site to be documented, then the person doing the recording should try to replicate the angle of that original shot to allow a comparison to be made between the two.

3.4 Thesaurus

The First World War specific thesaurus of Site Types was created by extracting relevant terms from pre-existing English Heritage Monument Type and Defence of Britain thesauri. This was created to facilitate consistent recording of Site Types during the pilot. If necessary, this list can be enhanced by submitting a new term with Scope Notes (definition) to the English Heritage Data Standards Unit for inclusion. Ultimately this would enable the creation of a uniform dataset to allow for efficient searching and to quantify the Home Front legacy. The English Heritage Construction Materials thesaurus utilised in the pilot was the current version and needed no additional material. An Introduction and Use Guide to the thesaurus by English Heritage can be found at the back of this Handbook as Appendix C.

Some sites would require the use of more than one Site Type or Construction Material term. This is important to enable a full understanding of the individual structural components that make up the site being recorded and to document the full range of what the site was used for. For Site Type this may require cross-indexing multiple terms to fully characterise the First World War use of a site e.g. MILITARY HOSPITAL, REQUISITIONED BUILDING and AUXILIARY HOSPITAL. In other cases, buildings that were used for more than one purpose across the 1914-18 years would require all applicable First World War terms to comprehend the change of use e.g. Alexandra Palace would be documented using Site Type: RECEPTION CENTRE, DISPLACED PERSONS CAMP, REQUISITIONED BUILDING and PRISONER OF WAR CAMP.

To keep the First World War thesaurus focused and consistent, it was decided that sites and buildings should be recorded by their specific wartime function, rather than their uses before or after the conflict. The term 'REQUISITIONED BUILDING' or 'REQUISITIONED LAND' would be particularly useful when it is cross-indexed with a First World War term such as 'Military Hospital', 'Mess', 'First Aid Post' or 'Billet'. This was to reduce the need for adding Site Type terms such as 'School', 'Library', 'Shop', 'Country House', 'Town Hall' or other buildings that were requisitioned or offered for war related purposes.

The pilot also intended to explore and test how First World War related events or occurrences on the Home Front could be recorded. This would allow the social side of that landscape to be considered and enable incidents that took place over a broad area, rather than in a specific place, to be documented. In this way riots, parades, outings, entertainment, recruitment drives and demonstrations could be researched and added to the map. This required the addition of the Heritage Subjects and Themes thesaurus (HS&T) to the First World War Site Type thesaurus. If a site required the HS&T thesaurus, it would first be recorded by using the term 'Historical Site' taken from the main First World War Site Type list, and secondly by using the relevant term from the HS&T thesaurus. This would allow sufficient flexibility to record a wide range of sites, places and events in the most effective manner.

3.5 Database

An Access 2010 database was created for this pilot and stored onto a laptop which could then be transported to any progress meetings or training workshops for use. The electronic form on the database was laid out in the same manner as the paper 'Site Report Form' that was completed for each documented site. Some of the fields, such as Site Type and Construction Materials would have drop down lists with thesaurus terms already installed for selection.

It was intended that the First World War pilot database would create a user-friendly method for volunteers to input information from their recorded sites. Volunteers were to be trained prior to using the database and shown how to check for recording errors. This would create a two-stage quality control system which comprised:

1. Checking the Site Report Forms prior to entry, and
2. Checking the data once it has been entered onto the database for spelling and entry mistakes.

Any additional sheets, photocopied or scanned documents that relate to the site should be attached to the original paper record and stored together in a ring binder. The folders which contain the archive of paper records will eventually be deposited at English Heritage at Swindon.

3.6 Time Estimates for Recording First World War Sites

The pilot participants estimated how much time was spent undertaking research, recording sites and downloading/numbering images or documents. The combined total hours for each task were averaged across the total number of sites (Figure 9). It is worth noting that the research and field recording used the same proportion of time, whereas the image work was roughly half of that amount. This breakdown can be used to provide approximate timescales for research groups when planning their Home Front site recording.

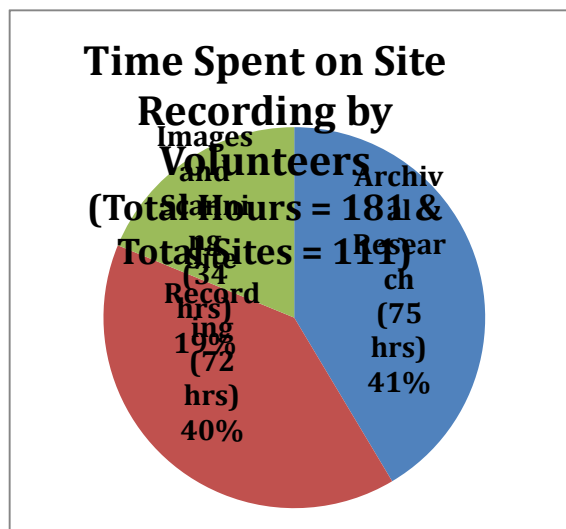


Figure 9: Chart showing breakdown of site recording time by volunteers

3.7 Mapping

Once the information on the Site Report Forms is inputted into the Access database, the 12-figure NGR for each record can be used to generate a site atlas (Figure 10). This would be composed of spatially located pins over a map which could be clicked by the user to show some of the information recorded for that

particular First World War site, such as Site Type and description. This type of map would enable the user to view the typological range and spatial relationships of the sites that have been recorded. The atlas (if saved as a .kml file) could be opened using Google Earth or converted to an ESRI shapefile for use in another programme.

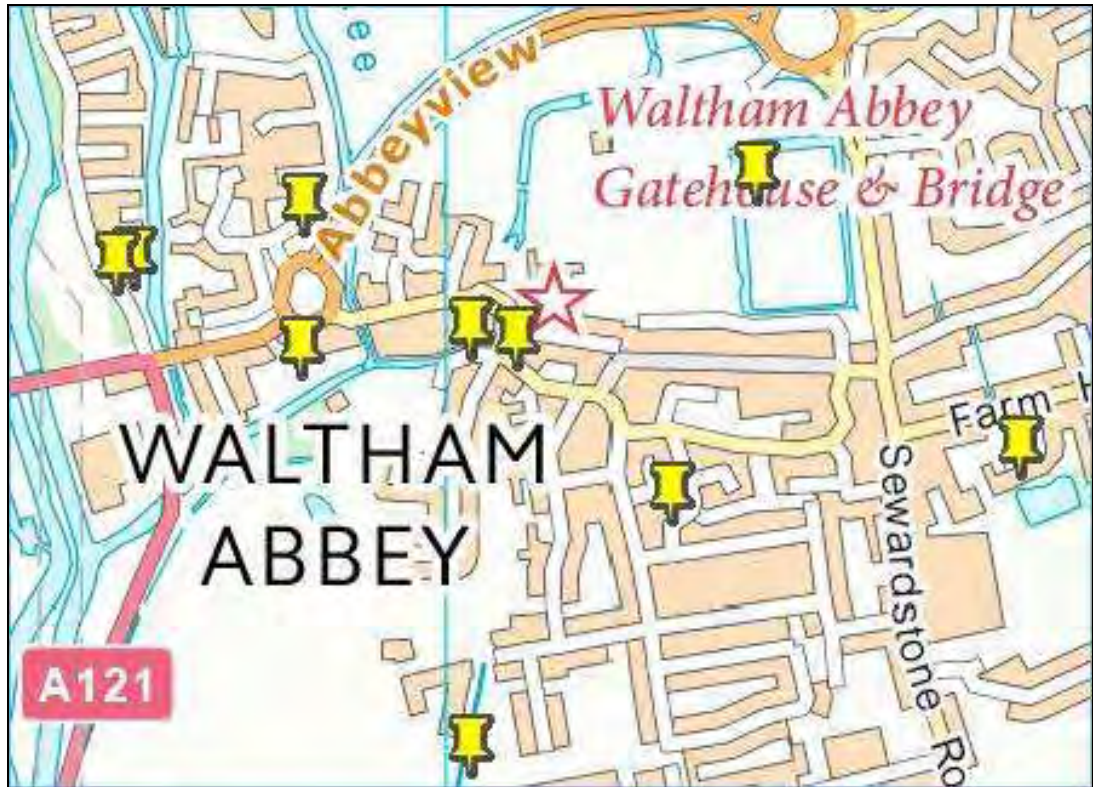


Figure 10: Map of Home Front sites in Waltham Abbey contains Ordnance Survey data © Crown Copyright and database right 2013

The creation of an accurate map with clickable pins to represent the buildings, places and spaces that have been recorded would be an invaluable interpretation tool for examining the Home Front landscape. The map could be divided into separate Site Type layers that can be switched on or off to examine different Home Front themes. This map would also identify Home Front activity hot-spots and draw attention to those areas which were affected to a much lesser degree by the First World War. This map should be accessible online and updated as the site documentation progresses to act as a visual tool for participants who can examine the results of their recording work. Overall, mapping the Home Front in this way would demonstrate the impact of the conflict on the landscape and communities of Britain by highlighting the physical and social re-organisation that was required.

4 Project Outcomes

The Home Front and its Legacies pilot project was funded by English Heritage who recognised the pressing need to examine and assess First World War remains across the current landscape. The physical response to Britain being at war 1914-18 is evidenced through the level of change that occurred across Home Front urban and rural landscapes. The pilot project hoped to demonstrate the scale to which buildings and land were requisitioned for use during the First World War. These diverse structures and altered usage are an indication of the mechanisms by which societal and structural pre-war norms were modified and transformed during wartime. An obvious example of this would be the changes brought about by the conversion of a country house into a military hospital which is reflected by the adjustment of architectural fixtures and fittings but also by the measure of social reformation.

The public appreciation of First World War studies has existed for a great number of years, however, it has become increasingly poignant as the last veterans of the conflict have gone and the period passes from living memory. The pilot aimed to establish that there is great capacity and enthusiasm within local communities to research and record First World War heritage in an effective manner as highlighted within the Final Report (Saunders *et al* 2014). Local communities represent an 'underground' information source which is rarely found to such a degree within national archives and museums. Often these societies create and publish their own First World War publications which can be goldmines of information and are crucial to undertaking Home Front research though the meticulous level of data they contain. In this way the pilot framework can be used by individuals, community groups and schools to document traces of their local First World War history.

The centenary has provided a timely opportunity to re-examine previous records, make additions, correct commonly held myths and pursue fresh investigations. Using the data gathered through a project such as this, it would be possible to link the names of people to place, disclose hitherto unknown documents and enable Site Type distributions to be spatially analysed. This data would have immense implications for shaping future perspectives regarding local, national and even international level research projects. In addition, this information can be used to enhance existing local HER lists and the English Heritage National Record of the Historic Environment. The inclusion of data such as this into local and national systems would be of great benefit for future planning decisions and the designation of protection measures.

Finally, in order to bring the history and impact of any Home Front experience alive at a local level it needs to be centred on the concept of community. This pilot was designed to reveal untapped and unrecognised First World War heritage which could therefore fill an empirical void in our knowledge. It would also be an opportunity for local people to create their own engagement with communal War Heritage by comprehending and recording places in their own locales. In addition to this collated material being a gathered body of knowledge for professional use, it should also be available as an accessible legacy for future generations.

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APPENDIX A: Site Report Form and Crib Sheet

Site Reference Number:

First World War Site Report Form The Home Front (1914-1918) and its Legacies

Please complete the following fields as accurately and as precisely as possible using black ink. Refer to the associated 'Notes for Compilers' advice sheet and if necessary continue writing on separate sheets

National Grid Reference: (e.g. SJ 91866 22934 or 391866 322934)	Square: (for 5 figs or less)	Easting: (5 or 6 figures)	Northing: (5 or 6 figures)			
If a map was used to establish the above NGR, what scale and date was it? 1 : _____						
If a website was used, please write the web-address of that site:						
(NB: Where GPS units have been used - please make sure that the WGS84 coordinate system is used)						
Name of place / location of where you are recording this site (include postcode if known):						
Specific name of the site you are recording:						
Does this site have any other terms by which it is known?						
Location notes by site recorder:						
County / Unitary Authority:		Current Parish / Borough: Current District:				
Pastscape No:		HER Number:				
Date of construction:		Type of site (see thesaurus):				
Description:						
Construction materials (see thesaurus):						
Overall Condition:	Very good	Good	Fair	Bad	Very bad	Destroyed
Where known, please list any threats to the site:						

<p>Any associated information for this site, with reference numbers where possible: Related sites (with associated Site Reference No. if possible):</p> <p>Documents or written material:</p> <p>Extant buildings or other structural remains:</p> <p>Visual or graphic:</p> <p>Verbal:</p>	
<p>Known people associated with this site? List the following information using extra sheets if necessary:</p> <p>Names (Surname then forename) with dates of birth and death if known:</p> <p>Association of Person to Place, reason or job function, dates, links to other sites and related information:</p>	
<p>Digital photos taken of site?</p> <p>Y / N</p>	<p>Digital photo list and comments/reason for shots (see advice sheet for numbering etc):</p>
<p>Information attached to this sheet by recorder:</p> <p>Number of attached sheets:</p>	<p>Date(s) of site visit(s):</p> <p>Conditions:</p>
<p>Recorded by (names):</p> <p>Name of Volunteer Group:</p> <p>Volunteer Number (where known):</p>	
<p>I understand and agree that the information given on this form and any associated materials supplied, including photographs, may be entered onto the 'Home Front (1914-1918) and it's Legacies' database and may be used by the Universities of Bristol and York in furtherance of the Project.</p> <p>Signature Date</p>	
<p>Office notes:</p> <p>Record collated by (name) / Date of data-entry:</p>	

Notes for Compilers

Please read these notes through before completing a Site Report Form. If you are unable to complete some parts of the form, just leave it blank. Please write using black ink. If entering a site on private land, please seek consent from the owner and / or occupier. If consent is given, please observe the Country Code when you visit.

National Grid Reference (NGR):

Ordnance Survey map references are divided into three sections: a two-letter code for the relevant map square; a 4 or 5-figure number for the easting; and a 4 or 5-figure number for the northing. Advice is given under the heading *How to give a grid reference* in the lower corner of the right hand margin of 1:50,000 OS maps. For this pilot project we require the best accuracy possible to enable the creation of a web-atlas. Therefore the easting and northing should each be 5-figures (with the two-letters) or 6-figures (without the two-letters).

We need to know what point of a site you have used to establish the NGR. This is particularly important for large sites which may cover many hundreds of square metres. The rough central point is often best with a note on the location of that point would be helpful e.g. the airfield control tower or the right emplacement of an anti-aircraft gun emplacement. For a long linear site you may want to quote two NGR's; one for each end of the site, or if it is in sections, it may be better to treat them as two sites and record them with separate Site Reference Numbers and forms.

Advice on using the National Grid Reference system can be found here:

<http://www.ordnancesurvey.co.uk/oswebsite/education-and-research/teaching-resources/using-the-national-grid/index.html> alternatively you may find it easier to get the NGR by using an online tool, such as: <http://gridreferencefinder.com/gmap.php>

Name of place / location of site and name of site that you are recording:

Please write the address and postcode (if known) of the site that you are recording and then a more specific name for the site that you are recording. Some sites are also known by other, often local, terms which should also be recorded. Please state 'unknown' if the site has no name known to you. For example:

- St Michael's Church, Newtown, Berkshire, RG79 8DX
- Site 4978 is the gravestone of RAF Pilot T. G. Redford within churchyard
- Locally known as the grave of the Fighter Pilot

Location Notes by Site Recorder:

Please add any descriptive information that would enable another person to find the site without the aid of a map. E.g. the house we recorded is located mid-way along southern side of street close to a postbox.

County / Unitary Authority:

The county or unitary authority that the site you are recording is in.

Current Parish/Borough and Current District:

The current Civil Parish or Borough of the site you are recording. Civil Parish names are given on the Ordnance Survey 1:25,000 maps. The District boundaries will be found on both 1:25,000 and 1:50,000 sheets.

Pastscape Number / HER Number:

To find out whether your site has one of these numbers you can do a geographical search on this website: <http://www.pastscape.org.uk/mapsearch.aspx> using the NGR, Postcode or District; or by clicking the location on the screen map. You can then look through the list that is generated to see if your site comes up. If so then go through to that page and click on details. The Pastscape No is listed under 'Details' under 'Monument Number'.

For the HER number: contact your local HER officer, or check on the Heritage Gateway website <http://www.heritagegateway.org.uk/Gateway/CHR/> or alternatively go through your local council website.

Date of Construction:

Please state if this information comes from field evidence (e.g. a date stone on the building or gravestone), local knowledge or archive research. Further details can be included in the 'Description' box below.

Type of Site:

Please refer to the '*Thesaurus of terms for Site Types*'. If you cannot find your site in the Thesaurus, please make a short description of the site and a term can be allocated later. If a site does not figure at all in the Thesaurus then it may need to be added to the list on the database.

Description:

Please use this section to describe the site in more detail, continuing onto a separate sheet if necessary. For sites with a number of components, it will be helpful to list them (e.g. for a coast battery: two guns with emplacements and magazines together with a command post).

Construction Materials:

Please refer to the '*Construction Materials*' Thesaurus for the correct terminology and list the main materials that have been used in construction (e.g. reinforced concrete with brick skin; concrete with corrugated iron shuttering).

Overall Condition:

This will be subjective to the recorder, but will enable us to get an idea of the state of the site. Please use one of the following:

- Very Good - Fully or almost-fully intact
- Good - Substantially intact
- Fair - Structurally recognisable, but subject to some damage or decay
- Bad - Generally poor condition, roof largely or wholly missing
- Very Bad- Substantially collapsed or gone
- Destroyed- Little or nothing remains visible above ground

Threats to the Site:

Please note any visible threats to the site, such as: coastal erosion, overgrowing vegetation or forthcoming/encroaching development.

Any associated information for this site, with reference numbers where possible:

This will help tie the site you are recording into its surrounding area and add weight to its function and use. Please add the book references or document/map/photo numbers you used and if necessary, continue on a separate sheet.

People associated with this site:

This information will allow us to add a social dimension to the sites and enable us to track and map people to place.

Digital photographs:

Please circle whether you did or did not take digital photographs on your field visit(s). If YES, then the photographs should be numbered sequentially using the prefix of the '*Site Reference Number*' and adding _01, _02, _03 etc to the end of it. For example: For Site Reference Number 5025, where 6 photographs were taken, the photos should be listed as thus: **5025_01, 5025_02 ...to... 5025_06** adding a brief note as to the reason for taking that photo and what it illustrates. For small sites only one or two photos should be taken with more for larger ones.

Please note that when using your digital camera, check that the date is set correctly and adheres to the UK format (dd/mm/yy) and that the date stamp is switched **OFF**. This will allow the correct dates that you took the photos to be downloaded with the image from your camera without spoiling the picture.

Information attached to this sheet by recorder:

Please list any extra sheets used during the recording of this site, or photocopies of associated information. Please firmly attach the sheets and state how many there are when completed.

Date(s) of site visit(s) / Conditions: This allows us to see when the site was recorded and in what weather.

Recorded by / Volunteer Group / Number: Please state your name clearly and which participant group(s) that you belong to. Your Volunteer Number should be the number allocated when you filled the '*Participant Groups and Volunteer Lists - Record Sheet*'. See the '*Pilot Handbook*' for further information about the use of the Volunteer Lists.

APPENDIX B: Volunteer and Feedback Forms

The purpose of the 'Participant Groups and Volunteer Record Sheet' is to:

- Enable us to keep a record of who is participating and which group(s) they belong to
- Keep in contact by email or telephone with individual volunteers
- Allow us to distinguish between sites recorded by people who happen to have the same name
- Get a general idea of the types (gender, age, location) of people who have been interested in participating in this pilot.
- Enable this '*Participant Group and Volunteer List*' sheet and system to be tested during the pilot and prior to embarking on a National Level project, where it would be a necessity to keep track of all participants.

Further Information:

- If an individual is not affiliated with any particular group they can write 'independent' in that column.
- These forms will be held securely file and individual information will not be disclosed or given to any third party. Some of the information which has been added to the '*Site Report Form*' will therefore be held within the database. These particulars are listed below:

Full Name:

Name of Volunteer Group:

Volunteer Number:

- If you do not wish to disclose your date of birth, contact phone number or email address then please strike through the box when adding your name
- We welcome any feedback relating to this pilot system, which can be supplied either in person or by emailing legaciesofthehomefront@gmail.com

Participant Groups and Volunteer Record Sheet

Sheet Number: 1						
Full Name	Pilot Area	Name of Volunteer Group	Date of Birth	Phone Number	Email address	Volunteer Number
						1.1
						1.2
						1.3
						1.4
						1.5
						1.6
						1.7
						1.8
						1.9
						1.10
						1.11
						1.12
						1.13
						1.14
						1.15
						1.16
						1.17
						1.18
						1.19
						1.20

Feedback form for Volunteers:

The Home Front (1914-1918) and its Legacies Feedback Form:

Thank you for agreeing to take part in this First World War pilot study, your work will form the basis for demonstrating the potential benefits of recording Home Front remains and has been very much appreciated by all of the project team. We would like to invite you to complete a short feedback form which will contribute greatly to our understanding of best practice when dealing with First World War sites and form part of the final report for this pilot

Name/s: Organisation/Research Group:
In which pilot area did you undertake research and recording: Lea Valley or Staffordshire In which districts/towns did you undertake your First World War research for this pilot study:
Please list the archives and resources that you used and where they were held? Which sources of information (e.g. photos/newspapers/library archives/local historical society holdings etc) or places did you find the most useful and why?
What site (or sites) did you find most interesting to record and why?

<p>How did you find using the recording methodology as set out by the pilot project?</p> <p>What did you find:</p> <p>Easiest?</p> <p>Most Difficult?</p> <p>Any other comments?</p>	
<p>Timings – These just need to be a rough estimate for the total number of sites that you did rather than individual site breakdowns (7 hours = 1 day):</p> <ol style="list-style-type: none"> 1) How many days/hours doing research? 2) How many days/hours doing site recording / form filling in? 3) How many days/hours to sort copying archive documents and / or downloading your photographs? 	
<p>Do you have any suggestions for the future of this work?</p>	
<p>Would you like to be emailed a copy of the final report for the Legacies of the Home Front project? Yes / No</p> <p>Would you like to be kept informed by email of future developments? Yes / No</p>	
<p>Signature/s:</p>	<p>Date:</p>

With Thanks, Emily Glass, Nicholas Saunders and John Schofield, Universities of Bristol and York

APPENDIX C: Using the FWW Thesaurus

First World War Thesaurus of Terms – An Introduction and Use Guide:

English Heritage Introduction and non-technical summary

A Quick Reference Guide to the Thesaurus codes can be found at the end of this document.

Background

The aim of this introduction is to provide the reader with a background and general developmental overview of the thesaurus, its scope and the terminology contained within. For those who wish to read further regarding thesaurus structure and the issues surrounding thesaurus development, a more technical guide can be found in Part 1.

It must be stressed that, as with any thesaurus, this resource is intended as a tool for the indexing, retrieval and exchange of data; it is not necessarily intended to represent a definitive classification scheme for sites related to the First World War in the UK.

Foreign language and regional terms are excluded unless they have passed into common English usage or provide the sole description for a site that you are recording. Where a regional term does not fulfil these criteria the user will be guided to a term which has wider currency and is synonymous with the regional term.

Specific issues arising during the creation of the thesaurus

In the standard thesaurus, construction terms are grouped hierarchically underneath the broadest noun term (or Top Term). This thesaurus deviates from this by grouping terms under classes which do not appear in the hierarchy. If the standard thesaurus construction had been applied, then all site types would have a Top Term of FIRST WORLD WAR SITE. However, by introducing the concept of Class, site types can be grouped together into particular themes to facilitate the searching and retrieval of records. For example, the various types of site involved in the manufacture of armaments are placed in the INDUSTRIAL Class.

Further information

The thesaurus is intended to be a dynamic indexing tool which will evolve with further use; the Data Standards Unit welcomes suggested additions and/or amendments these can be sent to us by using our online form that can be found at: <http://thesaurus.english-heritage.org.uk/comments.htm> Every attempt will be made to respond to any suggestions within a reasonable period of time. Anyone requiring further information on the thesaurus or data standards should contact:

Data Standards Unit, English Heritage, The Engine House, Fire Fly Avenue, Swindon. Wiltshire. SN2 2EH.

Telephone: (01793) 414762

Fax: (01793) 414444

Email: dsu.info@english-heritage.org.uk

First World War Thesaurus - Part 1

1. Data Standards and Terminology Control

1.1 What are Data Standards?

Data standards are sets of rules and conventions which encourage the recording of information in a consistent and retrievable way. They are a statement of what data should be recorded, how it should be recorded and the ways in which it can be supported within a system in order to retain its full meaning. The development and application of a data standard is vital to ensure that users can access and retrieve data not only within specific systems but also across a range of systems operating within an organisation. It is possible through the use of agreed standards and terminology control to ensure the consistency of information held within a data set.

1.2 Terminology Control Mechanisms

When dealing with data of any kind, it is essential that the information contained within a database can be readily retrieved and understood by anyone. By standardising the way in which information is entered into the database it is easier to search the records and retrieve the data required. In a database, each field will relate to a specific concept and therefore any term entered into a field should fall within its definition; if a field relates to survey the user should only expect survey types to be entered/displayed within that field. Also, it is necessary to introduce some form of terminology control to ensure that data entered by one person can be retrieved by another. The simplest way to ensure that the information is consistent is to use a wordlist. This is simply an alphabetical list of accepted terms used to control the information recorded in a specific field within a database. However, a wordlist does not allow the user to create relationships between the terms.

Below is a wordlist containing various types of First World War sites, each of which could be used to index the records:

EXPLOSIVES FACTORY	CENOTAPH	PRISONER OF WAR CAMP	
MILITARY CAMP	BORING MILL	NAVAL BATTLEFIELD	TROPHY
OBSERVATION POST	COACH WORKS	COMMEMORATIVE STONE	
RAILWAY WORKS	CHARGE HOUSE	BLAST WALL	RIFLE RANGE

If a user is only interested in retrieving the records for military sites from the database, then searches on at least five separate site types are required to retrieve all the information and even then the user needs to be aware of any abbreviations or punctuation used in the entries when making the search. This is only a short list and already retrieval has become a lengthy, time-consuming process. By using this thesaurus structure, expanding abbreviations and removing punctuation the number of searches required is automatically reduced.

1.3 What is a Thesaurus?

A thesaurus is used to standardise terminology and help the user to choose terms to enter into a field. However, unlike a wordlist, a thesaurus:

- a) allows terms, related by a similar subject, to be grouped together into hierarchies and cross-referenced to other groups of terms which may be relevant to the subject.
- b) provides the user with a single preferred term to use where there is a choice of terms with the same or similar meaning, for example: **SOUND MIRROR** use for Sound Dish.
- c) through the use of hierarchies, allows terms to be selected at a general or specific level, depending on the level of indexing required.
- d) is a dynamic tool, which can be developed by the addition, amendment and deletion of terms, relationships or hierarchies as dictated by individual needs.

Where sets of data relate to the same (or similar) subjects, a thesaurus can form the standard for information held across a number of data sets managed by different organisations. This enables a user to interrogate any number of databases which use the thesaurus, safe in the knowledge that the information they require will be presented using a terminology they are familiar with.

1.4 Thesaurus versus Wordlist

Consideration should be given as to whether it is necessary to produce a thesaurus as its construction is more resource intensive than a wordlist and therefore it may be simpler to retain a wordlist (if one exists!). However, a thesaurus has a number of advantages when dealing with large data sets, namely:

- a) it increases retrieval and eliminates redundant data through the use of the hierarchical structure and associative relationships.
- b) it enables a system to be used by several indexers and searchers within an organisation, whilst maintaining a consistent level of indexing.
- c) it enables indexing and searching to be carried out at either a general or specific level depending on the detail of information available/required.

2. Structure

The structure of this thesaurus is based on guidelines given in the British Standard BS5723: 1978 *Guidelines for the establishment and development of monolingual thesauri* and the third edition of *Thesaurus Construction* (Aitchison, Gilchrist and Bawden, 1997). It deviates from these standards in that:

- a) it uses the singular form rather than the plural. This decision was based on the fact that most heritage recording bodies use the singular form in their databases.
and
- b) it groups terms by class rather than the broadest noun term (Top Term). It was felt it would be useful to group terms under CLASS schemes thereby linking site types which are related thematically, eg. all engineering and manufacturing sites are grouped under INDUSTRIAL. Although the British standard includes the concept of class, the broadest noun term is the Top Term. This thesaurus does not have Top Terms as the classes are not part of the hierarchy.

2.1 Relationships

There are three basic relationships within a thesaurus. These are:

the *Equivalence* relationship

the *Hierarchical* relationship

the *Associative* relationship

To create the thesaurus these relationships were applied to each term.

2.1.1 The Equivalence relationship

This is the first relationship to be decided. A term can be "preferred" or "non-preferred", meaning that a preferred term is the term that will be used in the hierarchies and will be the term used for indexing. A non-preferred term is a term that has the equivalent meaning to the preferred term but is not used for indexing. This might be because the term is:

a) a Synonym

eg. Engineering Works USE **ENGINEERING FACTORY**.

ENGINEERING FACTORY is the more accepted term and so is the preferred term whilst Engineering Works is a variation and so is used as a pointer towards the preferred term.

b) a Quasi-Synonym

eg. Hall Of Memory USE **COMMEMORATIVE MONUMENT**

Where a term is treated as a synonym within a particular subject area.

2.1.2 The Hierarchical relationship

The second stage is to group the preferred terms into hierarchies. They are first gathered into conceptual groups, for example all types of Commemorative Monuments. Then within each conceptual group the terms are further divided into levels going from the broadest type of term to the narrowest and most specific type of term.

eg. **COMMEMORATIVE MONUMENT** Conceptual group

COMMEMORATIVE STONE Broadest level or BROADER TERM

DATE STONE Narrowest level or NARROWER TERM

Here the terms **COMMEMORATIVE STONE** and **DATE STONE** are both types of Commemorative Monuments but **DATE STONE** is a more specific form of **COMMEMORATIVE STONE** so can become a narrower term of it.

A thesaurus can be poly-hierarchical. That is to say, a broad term can appear in more than one hierarchy and under more than one class.

eg. **FACTORY**

EXPLOSIVES FACTORY

EXPLOSIVES MANUFACTURING SITE

EXPLOSIVES FACTORY

EXPLOSIVES FACTORY appears under two separate hierarchies.

In the creation of hierarchies it is sometimes necessary to use a term to group archaeological event types together but that grouping term itself is not intended to be used to index with. This is referred to as a non index term and is identified in the attached listings as a non-bold, capitalised term (eg. AIR DEFENCE SITE) whilst an index term is identified as a bold, capitalised term (eg. **ANTI AIRCRAFT BATTERY**).

2.1.3 The Associative relationship

Terms can be associated with each other but not necessarily connected by a hierarchy. This means that one site type can be associated with another which comes under a different broad term but where the two site types are similar in concept. These are referred to as “related terms”. Such terms are often used as an aid to help enquirers find terms similar to the initial term which are not always immediately obvious.

eg. **CORDITE FACTORY**

RT **GUNCOTTON FACTORY**

A **CORDITE FACTORY** is similar to a **GUNCOTTON FACTORY** and vice versa, so the related term is another term that should be looked at if the enquirer wants to broaden their original search.

2.2 Class

The terms within the thesaurus are grouped by classes and not the broadest noun term (Top Term). These groupings have been used to aid search and retrieval but are not part of the hierarchy of terms.

Site types are included in a class on the basis of the criteria set out in the class definitions. Within each class, groups of broader terms can be used to further subdivide terms. These broader terms reflect the overall conceptual framework of the thesaurus.

2.3 Scope Notes

Scope notes are the final part to be added to a term. A scope note provides a clear indication as to exactly how the term is to be used in the context of this thesaurus. That is, it will provide a definition and any point that should be borne in mind for the use of the term,

eg. **COMMUNICATION TRENCH**

SN A trench, usually linking two or more rows of trenches, enabling the conveyance of messages or equipment safely from one trench to another.

From the definition it is obvious that this is trench used to enable communication between rows of trenches.

3. Rules for vocabulary control

The rules that have been adopted regarding the choice and form of terms within this thesaurus are as follows:

Synonyms

The thesaurus controls the use of synonyms and quasi-synonyms to improve indexing and retrieval, by the use of preferred and non-preferred terms. Where non-preferred terms have several meanings, there can be more than one preferred term and guidance on their use may be given by a scope note.

Homographs

The use of homographs (words with the same spelling but different meanings) has been restricted within the thesaurus. eg.

PILLBOX

PILLBOX (SHELLPROOF)

PILLBOX (VARIANT)

Singular or Plural

Site types appear in the singular; a site type will only appear in the plural if the plural is the common usage.

Punctuation

Punctuation has been omitted from the hierarchical and alphabetical lists within the thesaurus as its inclusion inhibits retrieval. However, it has been retained within the scope notes to ensure that the definition is understandable.

Spelling

Spelling follows *The Shorter Oxford English Dictionary* (Third Edition 1986), apart from rare exceptions where common practice in the field of archaeological and architectural recording differs from this.

Hyphens

Hyphens are not used in the thesaurus as their inclusion inhibits retrieval. Therefore hyphenated words are treated as two words.

Compound Terms

Complex compound terms are divided up into single concepts, except where this affects the meaning, or where the use of such a term is well established, eg. **SEAPLANE**.

Multiple Indexing

It is common practice when indexing, to assign as many thesaurus terms to each item as are necessary, to express all aspects of the concept. Using this thesaurus it would be possible to index a record for a multi-phase site or structure with terms that relate to each phase of the monument.

Language Order

Natural language order is used for all preferred and non-preferred terms eg. **MILITARY BASE**, not **BASE, MILITARY**.

Alphabetisation

Word-by-word alphabetisation is used throughout the thesaurus.

Abbreviations and Acronyms

Abbreviations and acronyms have been omitted from the thesaurus, eg. use **PRISONER OF WAR CAMP** not POW Camp.

Loan-words/Foreign and Classical Terms

Terms which are well established within the English language, or are in common use within the archaeological or architectural community, are included within the thesaurus.

4. Using the Thesaurus for indexing

Good indexing policies and a commitment to improving the quality of indexes are central to the successful operation of the thesaurus on computerised databases. The following guidelines are suggested to obtain maximum advantage from the use of the thesaurus.

a) Validation

The validation of indexing terms as they are entered on to a database is one of the most effective forms of vocabulary control and of increasing retrieval from the database. The thesaurus serves as a master vocabulary file to check the indexing terms used by indexers and searchers. The system can reject non-preferred terms and, if desired, the preferred terms can be automatically substituted, except where there is more than one alternative. A browsing facility can easily lead the indexer to valid terms in a broad, or more restricted, subject area. In addition, a facility for proposing candidate terms can allow users to index records temporarily with a term not at present included in the thesaurus (See 7. Updating and Maintenance below).

b) Recording Practice Guidelines

It is recommended that sections on indexing policy reflecting the requirements of the system's end-users are included in the Recording Practice Guidelines for the database, together with instructions for the use of the thesaurus.

c) Levels of Indexing

The thesaurus is designed for use at the most specific level of information available at the time of indexing. Indexers should therefore use the most specific term (ie narrow term) appropriate for indexing. The detail to which multidisciplinary events should be indexed will reflect user requirements and available resources. The thesaurus allows a flexible approach as it places no restrictions on what may constitute an event for any particular site.

5. Using the Thesaurus for Retrieval

The thesaurus is specifically designed to assist users in maximising the retrieval of information from a database. The hierarchical nature allows the user to retrieve information at different levels or by different concepts according to their needs. By structuring queries in different ways, e.g. to include (or exclude) records indexed with narrow terms or records indexed with related terms or with both narrow and related terms, it is possible to expand or contract the information retrieved.

Full guidance on retrieval and the use of the thesaurus should be included in any user guide for a system. It may also be helpful for users to have an alphabetical listing of terms with the number of occurrences on the database. This information will assist users in making enquiries at the appropriate level for their needs, and should be updated regularly.

The thesaurus is closely linked to indexing and retrieval needs and its effective application will benefit from the monitoring of enquiries to the database and the efficiency of retrieval. The recording of enquiries and retrieval problems, together with their regular review, should therefore help to improve the Thesaurus and the indexing of the database.

This thesaurus covers terms for site types but will frequently be most effective when used with other database fields with controlled entries, e.g. Period or Date to refine the search. Clear guidance on such fields, their use in combination with the thesaurus and examples of effective searching techniques, should be included in any user guide.

6. The use and future development of the Thesaurus

The thesaurus has been developed using ORACLE database software and is one of the thesauri within the English Heritage AMIE (Archives Monuments Information England) database used by English Heritage and some Historic Environment Records (HERs). The level of detail included in the thesaurus reflects that which is considered by English Heritage to be appropriate for recording archaeological and architectural site types at a national level, based on the current indexing requirements of the databases held by them. It is recognised that greater levels of detail may be desirable at a local level and where users have a more specialist interest in a particular area of vocabulary. Such requirements will be reviewed as necessary and appropriate action taken, particularly where data exchange may be involved at a national level. The thesaurus can provide rules and a broad term structure which could form a basis for a more detailed linked vocabulary for use in specialised projects or to meet local requirements.

First World War Thesaurus - Part 2

Glossary:

BROADER TERM (BT)

A term that represents a parent to a term or other terms within a CLASS. The Broader Term (BT) is super-ordinate to its subordinate NARROWER TERM (NT). The relationship between a broader term and a narrower term is usually generic. One term may have many narrower terms, and in turn, each narrower term may itself have narrower terms, thus allowing the thesaurus to be MULTI-LEVEL:

eg. **COMMEMORATIVE MONUMENT** is the broader term of **COMMEMORATIVE STONE**, which is the broader term of **DATE STONE**.

CANDIDATE TERM

A Candidate Term is a new term which has been proposed by users for inclusion in the thesaurus. Each term will be reviewed by the Data Standards Unit and a decision will be made as to whether the term should be included as a PREFERRED or NON-PREFERRED TERM and placed into the thesaurus accordingly.

CLASS (CL)

The highest term within a HIERARCHY. These terms are used merely as grouping terms to aid retrieval and as such are NON-INDEX TERMS.

GENERIC RELATIONSHIP

The principal link between a CLASS or a BROADER TERM and its members, or NARROWER TERMS. This relationship follows the 'all-and-some' rule as seen below:



The diagram shows that *some* TRAINING SITES are **FIRING RANGES**, but *all* **FIRING RANGES** are by their very nature TRAINING SITES.

HIERARCHY

An arrangement of terms showing the Broader-Narrower relationships between them.

HOMOGRAPHS

Homographs (or Homonyms) are terms which have the same spelling but different meanings. In this thesaurus these are distinguished by a qualifier in rounded brackets, eg. **AIRCRAFT HANGAR (TRANSPORTABLE)** and **PILLBOX (VARIANT)**.

INDEX TERM

A term that can be used to describe a site type in records on a database, eg. **DRILL HALL**. In this thesaurus, INDEX TERMS appear in upper case, bold type.

MULTI-LEVEL

A thesaurus structure with varying levels of BROADER and NARROWER TERMS.

NARROWER TERM (NT)

A term that represents a child to other terms within a CLASS; eg. **CANNON BORING MILL** is a Narrower Term of **BORING MILL**. A Narrower Term can have more than one BROADER TERM (BT), eg. **CANNON BORING MILL** is also a Narrower Term of **ARMAMENT MANUFACTURING SITE**.

NON-INDEX TERM

A Non-Index Term (or Guide Term) is a PREFERRED TERM, which cannot be used as an INDEX TERM, but is useful in the thesaurus as a grouping term for retrieval purposes only, eg. RAILWAY ENGINEERING SITE. Non-Index Terms are distinguished in this thesaurus by appearing in upper case, non-bold type.

NON-PREFERRED TERM

A Non-Preferred Term is a term which cannot be selected for indexing or retrieval (eg. it is synonymous with a term which is already in the thesaurus), but which is retained in

the thesaurus to point the user to a PREFERRED TERM which should be used, eg. Bronze Plaque USE **PLAQUE**.

POLYHIERARCHY

A POLYHIERARCHY allows a PREFERRED TERM to belong to more than one CLASS or to have more than one BROADER TERM.

PREFERRED TERM

A term which can be selected for retrieval within the thesaurus. Preferred Terms can be INDEX or NON-INDEX TERMS. Preferred Terms appear in upper case within the thesaurus.

RELATED TERM (RT)

A RELATED TERM is a PREFERRED TERM which can be linked to another PREFERRED TERM conceptually but not hierarchically, eg. **ORDNANCE FACTORY** and **ARSENAL**. The thesaurus allows for terms to be related in the *same* hierarchy when a particularly strong link occurs.

SCOPE NOTE (SN)

A limited definition of a term and/or guidance on its use.

SYNONYM

A term having a different form/spelling but the same or nearly the same meaning as another term, eg. Sound Dish and **SOUND MIRROR**.

UPWARD POSTING

The treatment of NARROWER TERMS as if they are equivalent to, rather than a species of their BROADER TERMS. Upward posting is used where the level of detail, suggested by a term is considered too specific for the thesaurus, eg. Rifle Factory USE **ORDNANCE FACTORY**.

USE

USE indicates the PREFERRED TERM which should be used for a NON-PREFERRED TERM, eg. Gunpowder Mill USE **GUNPOWDER WORKS**.

USE FOR (UF)

USE FOR usually abbreviated to UF, indicates the NON-PREFERRED TERM(S) covered by a PREFERRED TERM;

eg. **ENGINEERING WORKS**

UF Engine Manufactory

Engine Works

Traction Engine Works

WORD-BY-WORD ALPHABETISATION

The alphabetisation of the terms within the alphabetical list of the thesaurus follows the word-by-word format whereby terms are listed alphabetically by word as opposed to letter-by-letter. See example below. In the word-by-word format, a space is alphabetized before any letters or numbers. For example, "BUS STOP" would come before "BUSH." In a letter by letter sort, the spaces between words are ignored, so "BUSH" would come before "BUS STOP"

BUS STOP, BUS STATION, BUST, BUS TERMINAL, BUSH

Word-by-word

BUS STATION

BUS STOP

BUS TERMINAL

BUSH

BUST

Letter-by-letter

BUSH

BUS STATION

BUS STOP

BUST

BUS TERMINAL

First World War Project Thesaurus Quick Reference:

GUNPOWDER WORKS

Your 'Site Type' – taken from the Thesaurus list

- UF** Gunpowder Factory
Gunpowder Mill
Powder Mill
- SN** A site used for the manufacture
of gunpowder
- CL** INDUSTRIAL
- BT** GUNPOWDER MANUFACTURING
SITE
- NT** BREAKING DOWN HOUSE
DUSTING HOUSE
- RT** SALTPETRE WORKS

UF = USE FOR

Indicates the NON-PREFERRED TERM(S) covered by a PREFERRED TERM;

eg. **ENGINEERING WORKS**
UF **Engine Manufactory**
Engine Works
Traction Engine Works

SN = SCOPE NOTE

A limited definition of a term and/or guidance on its use

CL = CLASS

The highest term within a HIERARCHY. These terms are used as grouping terms to aid retrieval and as such are NON-INDEX TERMS.

BT = BROADER TERM

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One term may have many narrower terms, and in turn, each narrower term may itself have narrower terms, thus allowing the thesaurus to be MULTI-LEVEL:

eg. **COMMEMORATIVE MONUMENT** is the broader term of **COMMEMORATIVE STONE**, which is the broader term of **DATE STONE**.

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A term that represents a child to other terms within a CLASS;

eg. **CANNON BORING MILL** is a Narrower Term of **BORING MILL**. A Narrower Term can have more than one BROADER TERM (BT), eg. **CANNON BORING MILL** is also a Narrower Term of **ARMAMENT MANUFACTURING SITE**.

RT = RELATED TERM

A RELATED TERM is a PREFERRED TERM which can be linked to another PREFERRED TERM conceptually but not hierarchically.

eg. **ORDNANCE FACTORY** and **ARSENAL**.

The thesaurus allows for terms to be related in the *same* hierarchy when a particularly strong link occurs

If a Site Type is listed in BOLD TYPE, this means it is the PREFERRED TERM to be used for your site. This should be used instead of a NON-PREFERRED TERM, listed in non-bold type, eg. For **Gunpowder Mill** USE **GUNPOWDER WORKS**.

