

A KEY TO THE HERITAGE GATEWAY

How to search for historic environment information - including data in the West Berkshire HER - on the Heritage Gateway portal

The Heritage Gateway (HG) is a single point of internet access to many different heritage information resources. Data from the [West Berkshire Historic Environment Record](#) (HER) can now be searched through this portal. Use this key if you would like assistance.

1.	Are you looking for specific information?	YES	Go to 3.
		NO	Go to 2.

2.	In order to just browse records, try entering some words in the Home Page Quick Search box on the Heritage Gateway – eg ‘Cursus’, ‘Eastbury’ or ‘Sandleford Priory’.	
	Now Go to 17.	

3.	Do you want to find information that only relates to West Berkshire?	YES	Go to 4.
		NO	Go to 5.

4.	In order to choose only records which are located in West Berkshire, use the More Detailed Search . This is displayed with 5 tabs on the left hand side.		
	The Where tab has 2 options – click on ‘Admin Location’ and then enter ‘West Berkshire (Unitary Authority)’ in the Administrative location box (the name will appear as you type). Click outside the box to set this. <i>NB there is no entry for the former County of ‘Berkshire’.</i>		
	The Search Summary box at the bottom shows your chosen search terms.		
	Do you want to refine your search further?		YES
		NO	Go to 17.

5.	Do you want to find information about a particular parish, place or geographical area (in West Berkshire or elsewhere)?	YES	Go to 6.
		NO	Go to 7.

6.	In order to choose a parish, place or geographical area, use the More Detailed Search . This is displayed with 5 tabs on the left hand side.		
	The Where tab has 2 options – Map or Admin Location. <i>NB not all HG records are indexed with both a spatial reference and an administrative area, so it’s sometimes best to try these options separately. Press the Reset button each time.</i>		
	Use the Map to locate a place name or postcode and then define a search area within a certain distance of that point. Clicking on Geographical Reference Entry allows you to enter grid references or Latitude and Longitude.		
	Use the Admin Location tab to enter a name. Parish names will appear in the Administrative location box as you start typing. Other place names can be entered in the box below. You need to click outside the boxes to enter the terms in your search.		
The Search Summary box at the bottom shows your chosen search terms.			
Do you want to refine your search further?		YES	Go to 7.
		NO	Go to 9.

7.	Do you want to find information just from the West Berkshire Historic Environment Record (HER)?	YES	Go to 8 .
		NO	Go to 9 .
8.	In order to choose just the West Berkshire HER's data, use the More Detailed Search . This is displayed with 5 tabs on the left hand side.		
	The Resources tab lists all the datasets currently on HG. West Berkshire HER is in the alphabetical list of Local Records . Click the box next to our name to select it.		
	The Search Summary box at the bottom shows your chosen search terms.		
	Do you want to refine your search further?	YES	Go to 9 .
NO		Go to 11 .	
9.	Do you want to find a particular West Berkshire HER Monument record?	YES	Go to 10 .
		NO	Go to 11 .
10.	If you already know the West Berkshire HER monument reference number – eg MWB15762, enter this in the Home Page Quick Search box. More than one UID may be entered if the 'any words' button is selected.		Now Go to 17 .
11.	Do you want to find information about a type of archaeological site or monument?	YES	Go to 12 .
		NO	Go to 13 .
12.	In order to choose a particular type of archaeological site or monument, use the More Detailed Search . This is displayed with 5 tabs on the left hand side.		
	The What tab contains several structured wordlists, eg 'All Building and Site Types' which is the English Heritage Thesaurus of Monument Types. Agreed terms for different monuments (like a barrow, dovecote or ha ha) are grouped thematically, and the classification can be seen in detail by clicking on the + symbols to expand groups. Clicking on a thesaurus term (eg Agriculture And Subsistence) <i>will return all the terms below it in the hierarchy</i> . It is therefore advisable to be as specific as possible about the category of site you are interested in.		
	The text box at the top of the form allows you to type in some words to find matching terms; once found, you need to click outside the box to enter the term in your search.		
	The Search Summary box at the bottom shows your chosen search terms.		
	Do you want to refine your search further?	YES	Go to 13 .
		NO	Go to 17 .
13.	Do you want to find information relating to a particular archaeological or historical period?	YES	Go to 14 .
		NO	Go to 15 .

14.	In order to choose a particular archaeological or historical period, use the More Detailed Search . This is displayed with 5 tabs on the left hand side.				
	The When tab contains a drop down list of period names, showing the date ranges assigned to each – select a period by clicking on it. If you wish to choose a different date range, individual years can be chosen – NB both a beginning and ending date need to be entered for successful searching.				
	The Search Summary box at the bottom shows your chosen search terms.				
	Do you want to refine your search further?	<table border="1"> <tr> <td>YES</td> <td>Go to 13.</td> </tr> <tr> <td>NO</td> <td>Go to 17.</td> </tr> </table>	YES	Go to 13 .	NO
YES	Go to 13 .				
NO	Go to 17 .				

15.	Do you want to find information relating to a person?	<table border="1"> <tr> <td>YES</td> <td>Go to 16.</td> </tr> <tr> <td>NO</td> <td>Go to 17.</td> </tr> </table>	YES	Go to 16 .	NO	Go to 17 .
	YES	Go to 16 .				
NO	Go to 17 .					

16.	In order to choose records relating to a particular individual, use the More Detailed Search . This is displayed with 5 tabs on the left hand side.				
	The Who tab has a free text box for surnames only. This can be used to search for associated professionals such as architects (eg G E Street) or archaeologists (eg OGS Crawford) but also for famous people who may be associated with certain places (eg Thomas Hardy). <i>NB however, the lack of precision in this search means that you may find records for many different individuals with the same surname!</i>				
	The Search Summary box at the bottom shows your chosen search terms.				
	Have you found all the search terms you need?	<table border="1"> <tr> <td>YES</td> <td>Go to 17.</td> </tr> <tr> <td>NO</td> <td>Try again</td> </tr> </table>	YES	Go to 17 .	NO
YES	Go to 17 .				
NO	Try again				

17.	When you are happy with the criteria chosen, click on Search .				
	A new page of search results will open, showing first <i>Statutory Data</i> and then <i>Non-Statutory National Data, Local Records, and National Image Collections</i> . There may be matches for your search in any of these datasets. Click on each named resource to see more about the dataset and the results, and then click on any record returned.				
	A new page will open, showing the individual record. The contents of these will vary according to the resource, but for the West Berkshire HER generally include: <ul style="list-style-type: none"> - Reference number or UID and the Monument Name - A 6 figure grid reference and a hyperlink so you can see the site on Googlemaps - Summary, Statuses, Description - The Monument Type with a hyperlink to the English Heritage Thesaurus, explaining what this means 				
	The associated bibliographic sources and a list of any related fieldwork.				
	A second tab allows you to view the Gateway Results on a map. NB The West Berkshire HER is NOT displayed here, and only national datasets will be shown.				
	Is this enough information for now?	<table border="1"> <tr> <td>YES</td> <td></td> </tr> <tr> <td>NO</td> <td>Try again</td> </tr> </table>	YES		NO
YES					
NO	Try again				

Please note that not all information in the West Berkshire HER is available on Heritage Gateway, and that this form of access is not suitable for searches related to development, planning and land-use changes. For any further advice, contact the archaeology service:

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West Berkshire Council Archaeology Service

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www.westberks.gov.uk/archaeology