

Southampton Historic Environment Record – User Guidelines

The Southampton Historic Environment Record (HER) is the main index to information on all aspects of the historic environment of the modern city of Southampton. The HER includes archaeological sites, find spots, monuments and historic buildings. It also includes national and local designations such as listed buildings, locally listed buildings, scheduled monuments, conservation areas and historic parks and gardens. The HER database is supplemented by a library of archaeological reports, books, journals, historic maps and photographs. The HER is funded by Southampton City Council.

The HER contains some data about finds and artefacts, however the main source of information about finds from archaeological investigations in Southampton is the city council's museums service (museums@southampton.gov.uk).

Although every reasonable effort is made to ensure the accuracy of HER data, the record is not definitive and the accuracy of any particular piece of information should be verified from the original source. In particular, information on national designations such as listed buildings and scheduled monuments should be verified with English Heritage, and users should ensure that allowance is made for the curtilage of such designations. The absence of data in certain areas should not be taken as an absence of archaeological features: it may be that they have yet to be discovered. In addition, the HER is not a complete record and a significant backlog of data awaits entry onto the database.

Charging policy

Charges apply for commercial use, to cover staff time taken to process an enquiry - whether by post, email or office visit - and related overheads.

There will normally be no charge for students, members of the general public and local archaeological and historical societies. However charges will apply for large or complex enquiries which require more than two hours of staff time. If such a charge applies, we will contact you before processing your enquiry.

For all enquiries, charges are made for photocopying or printouts.

Scale of charges for commercial enquiries

Standard enquiries are charged at the rate of £60 per staff-hour. Priority searches, where information is required within two working days of receipt of the HER Enquiry Form, are charged at the rate of £120 per staff-hour, although please note that we may not always be able to meet such a request. Charges are based on half-hour units with part units being rounded up. A charge for staff time may be made in cases of late cancellation (less than 24 hour's notice) or failure to cancel a pre-arranged appointment.

Photocopying and printing charges

Photocopying and printing is charged at 10p per sheet.

Access policy

We accept enquiries by phone, email or post. All HER users must supply the information set out in the HER Enquiry Form in writing prior to using the HER. This enables us to process enquiries as efficiently and effectively as possible, and to monitor the use of the HER. HER data will not be provided until a signed copy of this form has been received by us.

Enquiries will normally be processed within 10 working days of receipt of the HER Enquiry Form, but this cannot always be guaranteed. Where information is urgently required, a priority service is available however we cannot guarantee to provide this service at all times.

For complex or poorly structured consultations or where the purpose of the enquiry is unclear or potentially harmful, we reserve the right to request a written project design setting out the aims and objectives of the study along with a reasoned justification and specification for the information sought in order to assess the practicality of the request and its workload implications. The service reserves the right to decline to process excessively complex or poorly structured enquiries. Access may also be denied where there is reasonable cause to believe that supplying the information would endanger the archaeological or built heritage or where there has been a previous failure to comply with these guidelines. Confidential information will not be disclosed.

Where a user requests that an enquiry be treated in confidence, this will be respected.

HER data is normally supplied by email as digital PDF files; to read these files you will need the free Adobe Reader software on your computer. In certain circumstances we can supply paper printouts or other digital data formats (see enquiry form).

If necessary, you can make an appointment to discuss your enquiry with a member of staff, or to consult the HER library. In some cases we may require you to visit the office. The office is open during normal office hours, **by prior appointment only**. It will not always be possible to arrange visits at short notice. Please let us know in advance if you are a wheelchair user or have other particular accessibility requirements, so that we can meet your needs.

Part of the Southampton HER is online on the Heritage Gateway web site www.heritagegateway.org.uk. However users should contact the HER for the most up-to-date and complete information. Data derived from Heritage Gateway will not be acceptable for use in detailed desk-based studies associated with development proposals and general planning matters, and should not be used for commercial purposes.

Some HER data on nationally and locally listed buildings, scheduled monuments, conservation areas, registered parks and gardens and Local Areas of Archaeological Importance is available free-of-charge on the Southampton City Council web site at <http://www.southampton.gov.uk/s-environment/historicenvironment/> and associated pages, with links to interactive maps on MapSouthampton, the corporate GIS.

Conditions of use

HER data shall be used only by the user and for the purposes specified on the HER Enquiry Form. Written consent must be obtained for any other use of the data, or for its dissemination to a third party.

HER data must not be used for purposes which may result in unlawful damage to archaeological sites, historic buildings or historic landscapes.

HER data will be supplied for use within a certain specified time period after which it must be destroyed.

HER data is the copyright of Southampton City Council. The Southampton Historic Environment Record should be suitably acknowledged as the source of the information on all reports and other documents produced using HER data.

HER data contains information derived from various sources, some of which are covered by copyright. Such information shall only be reproduced if the original source is fully acknowledged. No drawings, photographs or maps contained within the HER data can be reproduced without the express consent of the copyright or reproduction right holder being first obtained.

Copies of reports, documents or other publications produced using HER data will be made available to the HER, to be accessible to other HER users on the same terms contained here.

Users will be expected to inform the HER of new sites or information which comes to light as a result of their research, or of any apparent inaccuracies found in the data.

HER data is usually supplied with a licence agreement covering the above conditions of use. Misuse of the information provided will result in the user being denied access to HER information in the future.

Contacting the HER:

email her@southampton.gov.uk, telephone 023 8083 2850, or send a letter to the Historic Environment Record Officer, Historic Environment Team, Planning & Sustainability, Southampton City Council, Civic Centre, Southampton, SO14 7LS.