

# *ThReD*

The Thesaurus of Resource Description

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ENGLISH HERITAGE

HARDCOPY

DRAFTING FILM  
PAPER  
TRACING PAPER  
WATERPROOF PAPER

MACHINE READABLE STORAGE MEDIUM

COMPACT DISK  
COMPUTER FILE  
DVD  
FLOPPY DISK  
MAGNETIC STORAGE MEDIUM  
AUDIO TAPE  
VIDEO TAPE  
OPTICAL DISK

VISUAL MEDIUM

FILM REEL  
PHOTOGRAPHIC MEDIUM  
BLACK AND WHITE NEGATIVE  
BLACK AND WHITE PRINT  
BLACK AND WHITE SLIDE  
BLACK AND WHITE TRANSPARENCY  
COLOUR NEGATIVE  
COLOUR PRINT  
COLOUR SLIDE  
COLOUR TRANSPARENCY  
GLASS PLATE  
INFRARED FILM  
MICROFICHE  
MICROFILM

**COLLECTION**

ALBUM  
CATALOGUE  
GAZETTEER  
FINDS COLLECTION  
PLANNING ARCHIVE  
PROJECT ARCHIVE

**DATASET**

CAD DATA  
DATABASE FILE  
GEOSPATIAL DATA

**IMAGE****MAP**

CHART  
SKETCH MAP

**MOVING IMAGE**

TELEVISION PROGRAMME  
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AERIAL PHOTOGRAPH TRANSCRIPTION  
EXCAVATION DRAWING  
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**MECHANICAL PRINT**

ENGRAVING  
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**PAINTING**

PICTURE POSTCARD  
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**SERVICE**

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ORAL HISTORY RECORDING  
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CORRESPONDENCE  
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OFFICIAL DESIGNATION NOTIFICATION  
ADVISORY DESIGNATION NOTIFICATION  
BATTLEFIELDS REGISTER  
REGISTER OF PARKS AND GARDENS  
STATUTORY DESIGNATION NOTIFICATION  
LIST OF BUILDINGS  
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ORAL HISTORY TRANSCRIPT  
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ARTICLE  
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project Brief  
PROJECT DESIGN  
PROJECT OUTLINE  
PROJECT SPECIFICATION  
WATCHING BRIEF REPORT  
VISITORS BOOK  
VERBAL COMMUNICATION

#### **ADVISORY DESIGNATION NOTIFICATION**

- SN The contents of these documents do not confer any statutory designation on the monuments listed, they are purely advisory notifications for use within preserving the historic environment.
- CL RESOURCE TYPE
- BT OFFICIAL DESIGNATION NOTIFICATION
- NT BATTLEFIELDS REGISTER  
REGISTER OF PARKS AND GARDENS

#### **AERIAL PHOTOGRAPH**

- SN A photograph taken from the air.
- CL RESOURCE TYPE
- BT PHOTOGRAPH
- NT OBLIQUE AERIAL PHOTOGRAPH  
VERTICAL AERIAL PHOTOGRAPH

#### **AERIAL PHOTOGRAPH TRANSCRIPTION**

- SN The process of transcribing the features on an aerial photograph onto a map or plan.
- CL RESOURCE TYPE
- BT TECHNICAL DRAWING

#### **ALBUM**

- SN A collection of items presented in a protective folder.
- CL RESOURCE TYPE
- BT COLLECTION

#### **Antiquity Model**

- USE MEASURED SURVEY DRAWING
- SN A small scale survey of earthworks or other upstanding archaeological features used by archaeological survey teams to provide information for inclusion in maps published by the Ordnance Survey.

#### **ARTEFACT DRAWING**

- SN A drawn representation of an archaeological 'find' or other cultural object.
- CL RESOURCE TYPE
- BT DRAWING

#### **ARTICLE**

- UF Offprint
- SN A written work for publication, being one of several found in a serial, monograph or magazine.
- CL RESOURCE TYPE
- BT PUBLICATION
- NT NEWSPAPER ARTICLE

#### **AUDIO TAPE**

- SN Magnetic tape used to record sound. Includes both cassette and reel tapes.
- CL RESOURCE FORMAT AND MATERIAL
- BT MAGNETIC STORAGE MEDIUM

**BATTLEFIELDS REGISTER**

- SN A list of English battlefields maintained by English Heritage. Inclusion in the document does not confer any statutory status. It lists and records the details of battlefields to preserve their nature and survival.
- CL RESOURCE TYPE
- BT ADVISORY DESIGNATION NOTIFICATION

**BLACK AND WHITE NEGATIVE**

- SN A photographic frame of developed black and white film from which a positive print can be produced.
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**BLACK AND WHITE PRINT**

- SN A photographic print of a monochrome image (composed of grey, black and white tones).
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**BLACK AND WHITE SLIDE**

- SN A photographic slide of a black and white (monochromatic) image.
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**BLACK AND WHITE TRANSPARENCY**

- SN A positive black and white image on film which can be projected onto a screen when light is shone through it.
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**Book**

- USE MONOGRAPH  
VOLUME
- SN A complete written work. Includes books and anthologies.

**CAD DATA**

- SN Data suitable for processing using computer aided design (CAD) packages.
- CL RESOURCE TYPE
- BT DATASET

**CARD INDEX**

- SN Cards, often printed with forms, for the recording and sorting of information in a structured manner.
- CL RESOURCE TYPE
- BT INDEX

**CATALOGUE**

- SN Structured descriptions of an archive or collection used to assist retrieval and management, or presentation to the public.
- CL RESOURCE TYPE
- BT COLLECTION
- NT GAZETTEER

**CHART**

- SN A depiction of land, coastal or sea areas intended to aid navigation, usually using latitude and longitude co-ordinates.
- CL RESOURCE TYPE
- BT MAP

**COLLECTION**

- SN A resource comprising of a group of items the parts of which may be separately described and navigated. [DC]
- CL RESOURCE TYPE
- NT ALBUM  
CATALOGUE  
FINDS COLLECTION  
PLANNING ARCHIVE  
PROJECT ARCHIVE

**COLOUR NEGATIVE**

- SN A photographic frame of developed colour film which can be used to print a photographic image.
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**COLOUR PRINT**

- SN A photographic print of a polychrome image (composed of colours other than, but not exclusive of, black, white or grey tones).
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**COLOUR SLIDE**

- SN A photographic slide of a colour (polychromatic) image.
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**COLOUR TRANSPARENCY**

- SN A positive colour image on film which can be projected onto a screen when light is shone through it.
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**COMPACT DISK**

- SN Optical disks on which programs, data, or music are digitally encoded for a laser beam to scan, decode and transmit to a playback system, computer monitor or television set. [AAT]
- CL RESOURCE FORMAT AND MATERIAL
- BT MACHINE READABLE STORAGE MEDIUM

**COMPUTER FILE**

- SN Data stored in a format that is meant to be manipulated and read in one or more software systems.
- CL RESOURCE FORMAT AND MATERIAL
- BT MACHINE READABLE STORAGE MEDIUM

**CONTEXT PLAN**

- SN Scale drawing showing the horizontal extent, height and arrangement of an excavated layer or feature on an archaeological site.
- CL RESOURCE TYPE
- BT EXCAVATION DRAWING

**CONTEXT SHEET**

- SN A form used to record the details of a feature identified by archaeological investigation, generally including location, depth, colour, texture, inclusions and stratigraphic relationship to other contexts.
- CL RESOURCE TYPE
- BT RECORD FORM

**CORRESPONDENCE**

- SN Written communication, generally in the form of letters.
- CL RESOURCE TYPE
- BT TEXT

**DATABASE FILE**

- SN Data suitable for processing using database management software.
- CL RESOURCE TYPE
- BT DATASET

**DATASET**

- SN Information encoded in a defined structure (for example, lists, tables, and databases), intended to be useful for direct machine processing. [DC]  
For manual data use index, gazetteer etc.
- CL RESOURCE TYPE
- NT CAD DATA  
DATABASE FILE  
GEOSPATIAL DATA

**DESKBASED SURVEY REPORT**

- SN A report on the archaeology of an area, based primarily on existing records and resources.
- CL RESOURCE TYPE
- BT REPORT

**DIARY**

- SN A chronological journal, generally showing appointments, or recording memories and impressions of a days events over a period of time.
- CL RESOURCE TYPE
- BT TEXT
- NT EXCAVATION DIARY

Digital Versatile Disk  
USE DVD

Digital Video Disk  
USE DVD

**DRAFTING FILM**

- SN A heavy grade, water proof plastic film used for the preparation of technical drawings.
- CL RESOURCE FORMAT AND MATERIAL
- BT HARDCOPY

**DRAWING**

- SN A manually produced image for illustration or record purposes.
- CL RESOURCE TYPE
- BT PICTURE
- NT ARTEFACT DRAWING  
RECONSTRUCTION DRAWING  
SKETCH PLAN  
TECHNICAL DRAWING

**DVD**

- UF Digital Versatile Disk  
Digital Video Disk
- SN A disk capable of holding more data than a conventional CD or CD-Rom. Commonly used as storage medium for film and interactive products.
- CL RESOURCE FORMAT AND MATERIAL
- BT MACHINE READABLE STORAGE MEDIUM



**ENGRAVING**

- SN An image produced by creating marks on a hard material from which a print is then taken.
- CL RESOURCE TYPE
- BT MECHANICAL PRINT

**EXCAVATION DIARY**

- SN A diary used to record the events and activities during an excavation.
- CL RESOURCE TYPE
- BT DIARY

**EXCAVATION DRAWING**

- SN A schematic depiction of the results of an archaeological excavation.
- CL RESOURCE TYPE
- BT TECHNICAL DRAWING
- NT CONTEXT PLAN
- SECTION DRAWING

**EXCAVATION REPORT**

- SN This report details the results of an excavation.
- CL RESOURCE TYPE
- BT REPORT

**FIELD RECORDING FORM**

- SN A form to record the details of a monument or site found during the course of a field survey or visit.
- CL RESOURCE TYPE
- BT RECORD FORM

**FIELD SURVEY REPORT**

- SN This report details the results of a field survey. Usually restricted to a survey of a small or specific area or site.
- CL RESOURCE TYPE
- BT REPORT

**FILM REEL**

- SN Positive image on continuous film strip suitable for projection of moving images.
- CL RESOURCE FORMAT AND MATERIAL
- BT VISUAL MEDIUM

**FINDS COLLECTION**

- SN Collection of artefacts recovered during archaeological investigation of a site.
- CL RESOURCE TYPE
- BT COLLECTION

**FLOORPLAN**

- SN Plan showing a horizontal section, size and arrangement of rooms within a building, may include location of doors, windows and other features.
- CL RESOURCE TYPE
- BT TECHNICAL DRAWING

**FLOPPY DISK**

- SN Thin round flexible disk with magnetic surfaces for storing and retrieving data. [AAT]
- CL RESOURCE FORMAT AND MATERIAL
- BT MACHINE READABLE STORAGE MEDIUM

**GAZETTEER**

- SN Structured list of information about items of interest to a research project, for example monuments of a particular type.
- CL RESOURCE TYPE
- BT CATALOGUE

**GEOPHYSICAL SURVEY REPORT**

- SN This type of report primarily details the results of a survey that was conducted using remote sensing techniques such as resistivity and magnetometry.
- CL RESOURCE TYPE
- BT REPORT

**GEOSPATIAL DATA**

- SN Machine readable files suitable for use in a geographic information system (GIS).
- CL RESOURCE TYPE
- BT DATASET

**GLASS PLATE**

- SN A sheet of glass coated in a light sensitive substance on which a photographic image can be developed.
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**HARDCOPY**

- SN Item in a format suitable for normal reading or viewing, without a computer or other device. For digital files or disks use MACHINE READABLE STORAGE MEDIUM or specific terms.
- CL RESOURCE FORMAT AND MATERIAL
- NT DRAFTING FILM  
PAPER  
TRACING PAPER  
WATERPROOF PAPER

Harris Matrix

- USE STRATIGRAPHIC MATRIX

**HISTORIC LANDSCAPE SURVEY REPORT**

- SN A report depicting the results generated from an intensive survey of a large area of land including field recording, measured site surveys and land history.
- CL RESOURCE TYPE
- BT REPORT

**IMAGE**

- SN A visual representation of a physical object, place or person. [DC] Use a more specific term where appropriate.
- CL RESOURCE TYPE
- NT MAP  
MOVING IMAGE  
PHOTOGRAPH  
PICTURE

**INDEX**

- SN A structured set of data taken from a larger work to assist in location of particular subject matter.
- CL RESOURCE TYPE
- BT TEXT
- NT CARD INDEX

**INFRARED FILM**

- SN Photographic film responsive to infrared radiation. Used to record temperature variations in the subject, indicative of hidden archaeological or architectural features.
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**INTERACTIVE RESOURCE**

- SN A resource which requires interaction from the user to be understood, executed, or experienced. [DC]
- CL RESOURCE TYPE
- NT TEACHERS PACK  
WEBPAGE

Laser Disk

USE OPTICAL DISK

SN Large format optical storage disk current in the 1980's, including Philips LaserVision system.

**LEAFLET**

UF Pamphlet

SN A short published document, often a single sheet, describing a particular place, feature or service to assist visitors and users.

CL RESOURCE TYPE

BT PUBLICATION

**LIST OF BUILDINGS**

SN A list of buildings of special architectural or historic interest. This list confers a statutory level of protection status to the buildings contained within it and usually includes a description of each building.

CL RESOURCE TYPE

BT STATUTORY DESIGNATION NOTIFICATION

**MACHINE READABLE STORAGE MEDIUM**

- SN Storage medium for information (text, images, files etc) in an encoded digital format.
- CL RESOURCE FORMAT AND MATERIAL
- NT COMPACT DISK  
COMPUTER FILE  
DVD  
FLOPPY DISK  
MAGNETIC STORAGE MEDIUM  
OPTICAL DISK

**MAGNETIC STORAGE MEDIUM**

- SN The storage of material (text, images, files etc) in an electromagnetic format.
- CL RESOURCE FORMAT AND MATERIAL
- BT MACHINE READABLE STORAGE MEDIUM
- NT AUDIO TAPE  
VIDEO TAPE

**MANUSCRIPT**

- SN An unpublished document.
- CL RESOURCE TYPE
- BT TEXT

**MAP**

- SN A pictorial depiction of an area of landscape.
- CL RESOURCE TYPE
- BT IMAGE
- NT CHART  
SKETCH MAP

**MEASURED SURVEY DRAWING**

- UF Antiquity Model
- SN A drawing which depicts to scale a feature within the landscape. For drawings of selected features of a site use SCALE DRAWING..
- CL RESOURCE TYPE
- BT TECHNICAL DRAWING

**MECHANICAL PRINT**

- SN Reproduced image derived by mechanical printing from an image engraved or carved on a suitable surface.
- CL RESOURCE TYPE
- BT PICTURE
- NT ENGRAVING  
WOODCUT

**MICROFICHE**

- SN A flexible, transparent sheet of film bearing a number of reduced images.
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**MICROFILM**

- SN A film strip or roll containing reduced images.
- CL RESOURCE FORMAT AND MATERIAL
- BT PHOTOGRAPHIC MEDIUM

**MONOGRAPH**

- UF Book
- SN Publication on a specific topic, or limited scope of subject matter. Complete in itself, though may form part of a series.
- CL RESOURCE TYPE
- BT PUBLICATION

**MOVING IMAGE**

- SN Broad term for all types of animated or live action images.
- CL RESOURCE TYPE
- BT IMAGE
- NT TELEVISION PROGRAMME  
VIDEO CLIP

**NEWSLETTER**

- SN Short publication used to disseminate information about a particular project or organisation, issued on a regular basis.
- CL RESOURCE TYPE
- BT PUBLICATION

**NEWSPAPER ARTICLE**

- UF Press Cutting
- SN A written extract taken from a published newspaper.
- CL RESOURCE TYPE
- BT ARTICLE

**NOTEBOOK**

- SN Book used to record information or impressions in the field, often as a preparation for more formal reporting at a later date.
- CL RESOURCE TYPE
- BT TEXT



**OBLIQUE AERIAL PHOTOGRAPH**

- SN An aerial photograph taken at an angle other than 90 degrees to a feature in the landscape.
- CL RESOURCE TYPE
- BT AERIAL PHOTOGRAPH

**OFFICIAL DESIGNATION NOTIFICATION**

- SN This term is appropriate to official notifications of a monument or area whether they are statutory or purely advisory. Where possible the specific document type should be indexed for example Scheduled Monument Notification.
- CL RESOURCE TYPE
- BT TEXT
- NT ADVISORY DESIGNATION NOTIFICATION  
STATUTORY DESIGNATION NOTIFICATION

**Offprint**

- USE ARTICLE
- SN Copy of a single article or section from a serial or monograph taken from the same printing as the original.

**ONLINE DATABASE**

- SN A database stored on a computer linked to the internet, which can be queried and browsed by remote users using the internet.
- CL RESOURCE TYPE
- BT SERVICE

**OPTICAL DISK**

- UF Laser Disk
- SN Data storage device in disk form that uses lasers to write and access data; can store data in analog or digital form. [AAT]
- CL RESOURCE FORMAT AND MATERIAL
- BT MACHINE READABLE STORAGE MEDIUM

**ORAL HISTORY RECORDING**

- SN Recorded interview intended to preserve the recollections of persons whose experiences or memories are representative of historical life.
- CL RESOURCE TYPE
- BT SOUND

**ORAL HISTORY TRANSCRIPT**

- SN Written copy of recorded interviews collected to illustrate history from personal experiences.
- CL RESOURCE TYPE
- BT TEXT

**OVERLAY**

- SN A drawing, generally on a transparent sheet, which can be placed on top of another image to combine information from both.
- CL RESOURCE TYPE
- BT TECHNICAL DRAWING

**PAINTING**

- SN An image created manually using paint or pigments, to record, illustrate or convey impressions.  
 CL RESOURCE TYPE  
 BT PICTURE

**Pamphlet**

- USE LEAFLET

**PAPER**

- SN A thin opaque, slightly absorbent material, generally made from processing of plant or other fibres, for use as a medium for writing, drawing and printing.  
 CL RESOURCE FORMAT AND MATERIAL  
 BT HARDCOPY

**PHOTOGRAPH**

- SN An image created by controlled exposure of light sensitive film. Usually a static image in time and space. For digital photographs double index with an appropriate term under MACHINE READABLE STORAGE MEDIUM.  
 CL RESOURCE TYPE  
 BT IMAGE  
 NT AERIAL PHOTOGRAPH  
 RECTIFIED PHOTOGRAPH

**PHOTOGRAPHIC MEDIUM**

- SN The class or material that a photograph is produced upon. [AAT] Use a specific term or terms as appropriate.  
 CL RESOURCE FORMAT AND MATERIAL  
 BT VISUAL MEDIUM  
 NT BLACK AND WHITE NEGATIVE  
 BLACK AND WHITE PRINT  
 BLACK AND WHITE SLIDE  
 BLACK AND WHITE TRANSPARENCY  
 COLOUR NEGATIVE  
 COLOUR PRINT  
 COLOUR SLIDE  
 COLOUR TRANSPARENCY  
 GLASS PLATE  
 INFRARED FILM  
 MICROFICHE  
 MICROFILM

**PICTURE**

- SN General term for images used to represent a particular place or item, or convey information.  
 CL RESOURCE TYPE  
 BT IMAGE  
 NT DRAWING  
 MECHANICAL PRINT  
 PAINTING  
 PICTURE POSTCARD  
 SKETCH

**PICTURE POSTCARD**

- SN Card printed with an image, often a photograph on one side, and space for a short message and a postal address on the other.  
 CL RESOURCE TYPE  
 BT PICTURE

**PLAN**

- SN Used for orthographic drawings in the horizontal plane, generally from above generally depicts localised areas.  
 CL RESOURCE TYPE  
 BT TECHNICAL DRAWING

**PLANNING ARCHIVE**

- SN Documents relating to the administration of planning applications.  
 CL RESOURCE TYPE  
 BT COLLECTION

**Press Cutting****USE NEWSPAPER ARTICLE****PROJECT ARCHIVE**

- SN Organised and documented collection of the records made during the course of a project.  
 CL RESOURCE TYPE  
 BT COLLECTION

**PROJECT DESIGN**

- SN A schedule of work set out in sufficient detail for it to be quantifiable, implemented and monitored. Can include contractual details relevant to the commissioning body. A project design may be a research proposal independent of the planning framework  
 CL RESOURCE TYPE  
 BT REPORT

**PROJECT OUTLINE**

- SN An outline of the circumstances to be addressed, with an indication of the scope of work which will be required (Scottish term)  
 CL RESOURCE TYPE  
 BT REPORT

**PROJECT RECORDING FORM**

- SN A form that records the details of a project, for example, an excavation index form.  
 CL RESOURCE TYPE  
 BT RECORD FORM

**PROJECT SPECIFICATION**

- SN A schedule of work in sufficient detail for it to be quantifiable, implemented and monitored.  
 CL RESOURCE TYPE  
 BT REPORT

**PUBLICATION**

- SN General term for documents that have been produced in large numbers for public sale or distribution.  
 CL RESOURCE TYPE  
 BT TEXT  
 NT ARTICLE  
 LEAFLET  
 MONOGRAPH  
 NEWSLETTER  
 SERIAL  
 SERIES

#### **RADIO PROGRAMME**

- SN Recording of a complete broadcast radio programme.
- CL RESOURCE TYPE
- BT SOUND

#### **RECONSTRUCTION DRAWING**

- SN A representation of a monument or landscape based on historical or archaeological information.
- CL RESOURCE TYPE
- BT DRAWING

#### **RECORD FORM**

- SN A paper form used to record specific information in a systematic way.
- CL RESOURCE TYPE
- BT TEXT
- NT CONTEXT SHEET  
FIELD RECORDING FORM  
PROJECT RECORDING FORM

#### **RECTIFIED PHOTOGRAPH**

- SN A photograph usually of a standing structure that has been manipulated to allow the creation of a measured drawing of the facade or elevation.
- CL RESOURCE TYPE
- BT PHOTOGRAPH

#### **REGISTER OF PARKS AND GARDENS**

- SN A register which including sites retaining any evidence of pre-1750 layouts; significant evidence of pre-1820 layouts; good examples of the best gardens from 1820 to 1880; are good examples of the best gardens laid out after 1880 but before 1970.
- CL RESOURCE TYPE
- BT ADVISORY DESIGNATION NOTIFICATION

#### **REPORT**

- SN A full written presentation of the details of a particular event, often including illustrations and appendices.
- CL RESOURCE TYPE
- BT TEXT
- NT DESKBASED SURVEY REPORT  
EXCAVATION REPORT  
FIELD SURVEY REPORT  
GEOPHYSICAL SURVEY REPORT  
HISTORIC LANDSCAPE SURVEY REPORT  
project Brief  
PROJECT DESIGN  
PROJECT OUTLINE  
PROJECT SPECIFICATION  
WATCHING BRIEF REPORT

#### **RESOURCE FORMAT AND MATERIAL**

#### **RESOURCE TYPE**

**SCALE DRAWING**

- SN A scaled drawing based on measurements taken from life.
- CL RESOURCE TYPE
- BT TECHNICAL DRAWING

**SCHEDULED MONUMENT NOTIFICATION**

- SN Any notification, update or amendment relating to the scheduling of a monument. Usually includes description and a map showing the limit of the scheduling. It confers a statutory status and receipt is an acknowledgement of the scheduling.
- CL RESOURCE TYPE
- BT STATUTORY DESIGNATION NOTIFICATION

**SECTION DRAWING**

- SN Drawing of the vertical face of an excavated feature or features depicting the vertical extent and stratigraphic relationship between identified layers or deposits.
- CL RESOURCE TYPE
- BT EXCAVATION DRAWING

**SERIAL**

- SN A written work issued at regular intervals, numbered consecutively with no intended or planned end point.
- CL RESOURCE TYPE
- BT PUBLICATION

**SERIES**

- SN A written work issued in parts, with the intention of creating a completed sequence.
- CL RESOURCE TYPE
- BT PUBLICATION

**SERVICE**

- SN A service is a system that provides one or more functions of value to the end-user. Examples include: a photocopying service, a banking service, an authentication service, inter-library loans, a Z39.50 or Web server. [DC]
- CL RESOURCE TYPE
- NT ONLINE DATABASE

**SKETCH**

- SN A drawing, often made in the field as the basis for later work, or to quickly convey important information.
- CL RESOURCE TYPE
- BT PICTURE

**SKETCH MAP**

- SN A map generally produced manually to indicate main features of an area quickly, for example to assist location of a particular place.
- CL RESOURCE TYPE
- BT MAP

**SKETCH PLAN**

- SN A plan of a feature or small area generally done in the field to quickly record the main features.
- CL RESOURCE TYPE
- BT DRAWING

**SOUND**

- SN A sound is a resource whose content is primarily intended to be rendered as audio. [DC] For example recorded speech, sounds or music.
- CL RESOURCE TYPE
- NT ORAL HISTORY RECORDING
- RADIO PROGRAMME

**STATUTORY DESIGNATION NOTIFICATION**

- SN This class of documents confers statutory designation on the monuments listed within them. It usually is restricted to legally defined national or local notifications of designation.
- CL RESOURCE TYPE

- BT OFFICIAL DESIGNATION NOTIFICATION
- NT LIST OF BUILDINGS
- SCHEDULED MONUMENT NOTIFICATION

**STRATIGRAPHIC MATRIX**

- UF Harris Matrix
- SN A schematic diagram showing the relationships of the composition and strata of layers identified during excavation or intervention.
- CL RESOURCE TYPE
- BT TECHNICAL DRAWING

### TEACHERS PACK

- SN Materials selected and organised to be of use to teachers for use in education.
- CL RESOURCE TYPE
- BT INTERACTIVE RESOURCE

### TECHNICAL DRAWING

- UF Technical Illustration
- SN A broad class of drawing that is produced following precise conventions of scale and projection. [AAT]
- CL RESOURCE TYPE
- BT DRAWING
- NT AERIAL PHOTOGRAPH TRANSCRIPTION  
EXCAVATION DRAWING  
FLOORPLAN  
MEASURED SURVEY DRAWING  
OVERLAY  
PLAN  
SCALE DRAWING  
STRATIGRAPHIC MATRIX  
TOPOGRAPHICAL DRAWING

Technical Illustration

- USE TECHNICAL DRAWING

### TELEVISION PROGRAMME

- SN Recording of a complete broadcast television programme, for instance a documentary. For extracts such as items from news broadcasts use VIDEO CLIP.
- CL RESOURCE TYPE
- BT MOVING IMAGE

### TEXT

- SN A resource whose content is primarily words for reading. For example - books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. [DC]
- CL RESOURCE TYPE
- NT CORRESPONDENCE  
DIARY  
INDEX  
MANUSCRIPT  
NOTEBOOK  
OFFICIAL DESIGNATION NOTIFICATION  
ORAL HISTORY TRANSCRIPT  
PUBLICATION  
RECORD FORM  
REPORT  
VISITORS BOOK

### TOPOGRAPHICAL DRAWING

- SN A drawing used to convey information about the arrangement and size of features in a defined location under study.
- CL RESOURCE TYPE
- BT TECHNICAL DRAWING

### TRACING PAPER

- SN A translucent paper, which when laid over an existing image, permits the image to be seen and/or traced.
- CL RESOURCE FORMAT AND MATERIAL
- BT HARDCOPY

**VERBAL COMMUNICATION**

- SN Factual information conveyed orally to a recipient. Where this has been transcribed, use an appropriate term from the TEXT hierarchy.
- CL RESOURCE TYPE

**VERTICAL AERIAL PHOTOGRAPH**

- SN An aerial photograph taken from directly above a feature in the landscape, suitable for mapping or survey purposes. For photographs taken from the air at an angle to the subject use OBLIQUE AERIAL PHOTOGRAPH.
- CL RESOURCE TYPE
- BT AERIAL PHOTOGRAPH

**VIDEO CLIP**

- SN An extract from a longer video film, used as an illustration.
- CL RESOURCE TYPE
- BT MOVING IMAGE

**VIDEO TAPE**

- SN A magnetic tape used to record moving images and sound. Use for both cassette and reel tapes.
- CL RESOURCE FORMAT AND MATERIAL
- BT MAGNETIC STORAGE MEDIUM

**VISITORS BOOK**

- UF Visitors Diary
- SN A book in which visitors to a property, monument or exhibition record their thoughts and impressions on their experience.
- CL RESOURCE TYPE
- BT TEXT

Visitors Diary

- USE VISITORS BOOK

**VISUAL MEDIUM**

- SN Any material that records, holds and communicates information in a primarily visual manner.
- CL RESOURCE FORMAT AND MATERIAL
- NT FILM REEL  
PHOTOGRAPHIC MEDIUM

**WATCHING BRIEF REPORT**

- SN A report written as a result of archaeological monitoring during development work.
- CL RESOURCE TYPE
- BT REPORT

**WATERPROOF PAPER**

- SN Paper made for writing or drawing underwater.
- CL RESOURCE FORMAT AND MATERIAL
- BT HARDCOPY

**WEBPAGE**

- SN A file of computer information stored on a computer connected to the internet coded so that it can be accessed over the internet using browser software.
- CL RESOURCE TYPE
- BT INTERACTIVE RESOURCE

**WOODCUT**

- SN A relief process in which the design is cut into and printed from the plank side of a wood block [AAT].
- CL RESOURCE TYPE
- BT MECHANICAL PRINT