**HISTORIC AMERICAN LANDSCAPES SURVEY**

**HISTORIC NAME**

**(Secondary name)**

 **HALS NO. XX-##**

|  |  |
| --- | --- |
| Location: | Provide the street address or a location description when appropriate(e.g., "Bounded by …"); followed by the city, town or vicinity, county and state.List the name of the park or district, if the site is located within a national, state,or city park and/or a historic district.Enter one set of geospatial point coordinates in **decimal degrees** for the site and record a description of the point's location (e.g., center of site, southeast corner of site, or northwest corner of a specific building, etc.); followed by the source (such as a GPS unit or an application such as Google Earth) and the datum (e.g., NAD27, NAD83, WGS84, etc.).Example:38.901642, -77.028771 (Center of HALS Office, Google Earth, WGS84) |
|  |  |
| Significance: | Include a brief statement of the historic importance of the site. This should be a concise statement as to the landscape architectural and historical reasons why this site is worthy of documentation. This statement will form the basis for the development of historical context (History Section) and the landscape’s character defining features (Description Section). |
|  |  |
| Description: | Describe the physical characteristics of the site, including a discussion of pastand present features and how they relate. Include a candid assessment of the current physical condition of the site, and integrate the description with historical evolution.  |
|  |  |
| History: | Provide information that includes dates, builders/designers, owners, uses, and some discussion of the site evolution and the context in which it was created and later evolved. Be sure to include information about the context for the development for your particular landscape type.  |
|  |  |
| Sources: | Include a consistently-formatted list of the sources used including books, articles, surveys, reports, brochures, websites, and other material relating to this site. Don’t forget to provide footnotes when relevant.  |
|  |  |
| Historian: | Enter the name of the person(s) that prepared this documentation and professional affiliation if desired. Enter the date the form was completed. |
| Inserted Horizontal Image.jpgInclude a descriptive caption for each inserted JPEG or TIFF digital, existing-conditions photograph taken by the author(s) of the site with parenthetical citation (Photographer or Delineator, Date). No more than 10 photographs per report please. Images may be up to 6.5” wide and 8” tall. |

***Tips:***

*Tips for completing a HALS short format historical report entry for the HALS Challenge may be found on page 4.*

***Detailed Guidelines:***

*Guidelines for preparing Standard and the Short format HALS documentation are provided on the NPS website (http://www.nps.gov/hdp/standards/halsguidelines.htm). Instructions for the Standard Format are provided in Section 2 (page 9) of the Histories link, and instructions for the Short Format are provided in Section 3 (page 22).* *A digital MS Word template for the Short Format HALS History is also available at this website to help get you started.*

***Completion Checklist:***

* *Proofread your document for spelling and format. Font: 12 Times New Roman with 1 inch margins.*
* *Save and print a copy for your records.*
* *Be sure to include completed Release and Assignment Form(s) for your donated history and photographs as necessary (page 3).*
* *Email your completed short format HALS history to HALS: Chris\_Stevens@nps.gov.*
* *HALS will assign and add the HALS number directly to the final document and transmit it to the Library of Congress.*

 **RELEASE AND ASSIGNMENT**

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am the owner, or am authorized to act on behalf of the owner, of the materials described below including but not limited to copyright therein, that the National Park Service has requested to use, reproduce, and make available as public domain materials at the Library of Congress as part of the Historic American Buildings Survey/Historic American Engineering Record collections. (If not the sole copyright owner, please specify in the space below any additional permissions needed to grant these rights.) I hereby transfer and assign to the National Park Service any and all rights including but not limited to copyrights in the materials specified below.

**Survey Number:** HALS No. \_\_\_\_\_\_\_\_\_

**Types of Materials** (please check all that apply)**:**

Photographs \_X\_ Illustrations \_\_\_\_ Textual materials \_X\_ Oral History/Interviews \_\_\_\_

Audiotape \_\_\_\_ Videotape \_\_\_\_ Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detailed Description of Materials** (attach additional pages if necessary)**:**

HALS Short Format Historical Report for [Landscape Name]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disposition of Materials After Use** (please check one): \_\_\_\_ Return to owner

 \_X\_ May be retained

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Name (please print) Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization You Represent If Applicable

**New for 2017: 2017 HALS Challenge: Documenting Your Favorite City or Town Parks**

Please contact your state ASLA Chapter's volunteer HALS Liaison if possible when you have selected a site to document for the HALS Challenge to be sure no one else is already preparing a HALS historic report for it. HALS Liaisons' contact information may be found by clicking the orange HALS Chapter Liaisons tab on the following website: http://asla.org/HALS.aspx. If your chapter's volunteer HALS Liaison position is vacant, please consider volunteering yourself or suggesting it to a colleague who may be interested.

**New for 2017: Tips Regarding the HALS Short Format History Template**

Please do not stray from the formatting supplied in the **updated** HALS Short Format History Template. This digital template is intended to maintain consistency among all donated HALS short format historical reports and simplify the process for you. The template is a table, and you may enter text and graphics in the appropriate cells. If you do not see the table’s blue gridlines, you may turn them on under the *Table Menu* by clicking *View Gridlines*. The gridlines do not print. You may insert additional rows as necessary depending on the amount of graphics/captions by right clicking your mouse/cursor in a row and selecting *Insert Row Below* or *Insert Row Above*.

Please delete the provided instructions from the template as you complete each box or cell.

The header should appear on every page except page 1 (Under the *Header and Footer Tools*, check the *Different First Page* box to remove it from the first page. Please do not ever add “section breaks.”

Please delete the gray square placeholder for a graphic that says "Inserted JPG of TIF Images" before you insert your first digital, existing-conditions photograph there. You may the replace the caption: "Include a descriptive caption for each inserted JPEG or TIFF image with parenthetical citation (Photographer or Delineator, Date). Images may be up to 6.5” wide and 8” tall." with your own caption and parenthetical source. There is no set requirement for graphic resolution or dpi, but they should be clear and legible. Preferably 2 photographs with captions will fit on one page.

Please submit your final report(s) in MSWord Format (not PDF). If your file is too large for email please use a service like Google Drive, Hightail, or make arrangements with the HALS office to use the NPS ftp site.

**New for 2017: Tips REGARDING THE HALS Copyright Release Form**

**Materials must be copyright-free to be included within the Library of Congress collection.** The HABS/HAER/HALS collection is in the public domain, therefore, the authors/delineators, although given credit for their work, do not retain copyright. Completed copies of our HALS Release and Assignment Form(s) must accompany all donated HALS histories to cover you the historian(s) (author) and your accompanying existing conditions photographs with captions included in the report, if any. **HALS Challenge entries will not be accepted without a digitized or paper copy of our release form, hand-signed by the primary author of the report!!!**

**New FOR 2017: TIPS and Rules Regarding Report Graphics**

**No more than ten (10) digital photographs may be included at the end of each HALS Challenge entry. These may ONLY consist of existing conditions digital photographs taken by the author(s) of the site being documented.** Your research should still include analyzing historic drawings and photos of the landscape you are documenting. Historic graphics are often the most important primary source for analytically writing about a historic landscape. Due to complicated and frustrating copyright restrictions, we are banning the reproduction of all historic graphics within HALS Challenge entries. The graphics may still be referenced and described in the text with their repository source named. A thoroughly written analysis is even more useful to readers than a copy of historic graphic itself, and all copyright issues may be avoided. This is a writing competition!

If you have any questions about how to use the template or regarding copyright issues, or site selection please contact Chris Stevens, NPS-HALS, chris\_stevens@nps.gov

**Judging and Rating Scale**

**Judging**

The jury will consist of historians from the NPS HABS/HAER/HALS programs.

**Rating Scale** (100 POINT MAXIMUM + up to 5 point BONUS

* + **Appropriate Statement of Significance and Site History (25 Point Maximum)**
	+ **Appropriate Physical Description of Landscape (25 Point Maximum)**
	+ **Clarity and Supporting Nature of Photo Graphic(s) and Caption(s). New Requirement: Judiciously limit the number of graphics to no more than 10 existing conditions photographs taken by the author(s) of the site. (10 Points Maximum)**
	+ **Depth of Research and Proper Citations/Sources (20 Points Maximum)**
	+ **Overall Quality and Clarity of Writing (20 Points Maximum)**
	+ **Bonus Points (5) -** Measured/Interpretive Drawings and/or Large Format Photography prepared according to *HALS Drawing Guidelines* or *Photography Guidelines* to accompany the history