



# KHC E-Library User Guide

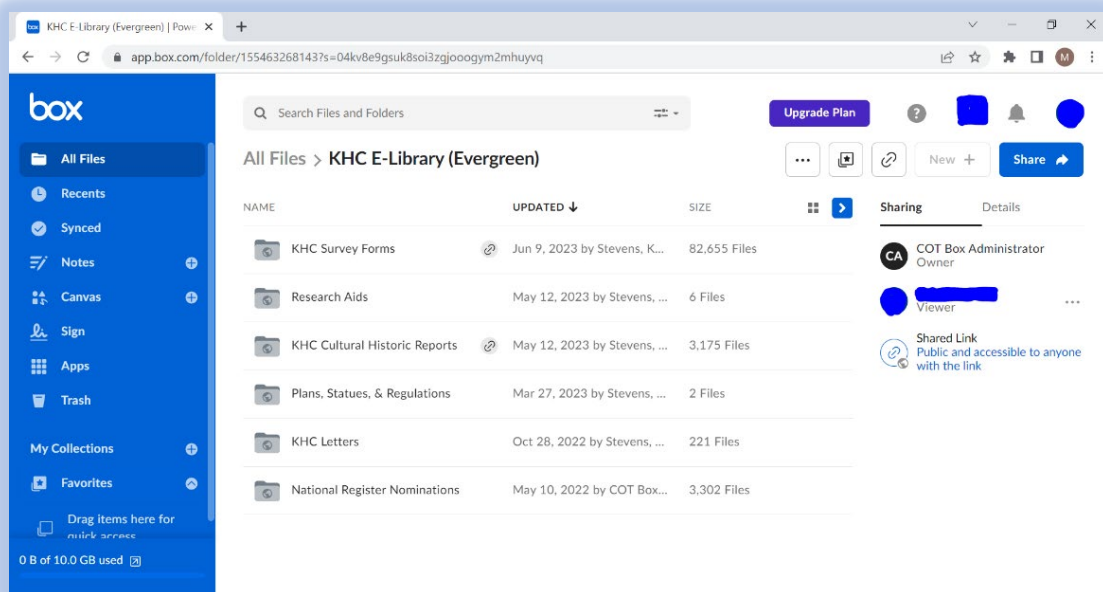
## What is the KHC E-Library?

The KHC E-Library (or electronic library) is a digital platform that provides access to a vast collection of information on Kentucky's historic places. The E-Library contains documents like Survey Forms, Cultural Historic Reports, National Register Nominations, and other useful resources. These digitized documents are accessible online through the Box platform and allow users to access materials at any time.

## How Can I Use the E-Library?

The E-library is a versatile resource that can be used to meet many needs. It provides documents that can be used for background research on specific properties or districts, communities, and historic themes. Examples of use include:

- **Section 106 Review Applications (including Site Checks)**
- **Tax Credit Part I Applications**
- **Project Planning**
- **Educational Materials**
- **Preservation Efforts**
- **Public Awareness**
- **And More!**



## Resources Available in the E-Library

**Survey Forms:** With over 50 years of survey, the KHC E-Library offers an extensive collection of information on cultural resources in Kentucky. These forms provide a broad and quick overview of a resource's building materials, architectural description, and its history.

Relevant Survey Forms are best accessed through the [KHC Cultural Resource Interactive Map](#), or through Box's search capabilities.

**Cultural Historic Reports:** Cultural Historic Reports are primarily generated by Cultural Resource Management (CRM) firms under Section 106. These reports include project descriptions, summarized county histories, architectural descriptions, historic information, maps, etc. Additional reports include Context Studies and early county-wide surveys.

Relevant Cultural Historic Reports are best accessed through the Cultural Historic Survey (CHS) database. Federal Communications Commission (FCC) reports identified as "No finds" (i.e., no architectural survey included) by KHC staff were archived prior to digitization and are not included in the KHC E-Library.

**SHPO Transmittal Letters:** Transmittal letters (primarily created through Section 106 review) capture KHC's official comments and responses. These serve as a useful tool in capturing the SHPO's National Register eligibility designations. Letters are available from 2002 to the present. Earlier letters may be included with their associated Cultural Historic Reports; otherwise, they are no longer available due to a 20-year retention schedule.

**National Register Nominations:** A comprehensive collection of National Register Nomination forms are available in the KHC E-Library. These documents offer detailed information about a property's significance, historical background, and criteria for consideration. Nominations included in the E-Library often contain more information than the official nomination and may include correspondence and drafts.

At this time, KHC recommends using the E-Library NR Nominations in conjunctions with the [National Archives records](#) for the most comprehensive information.

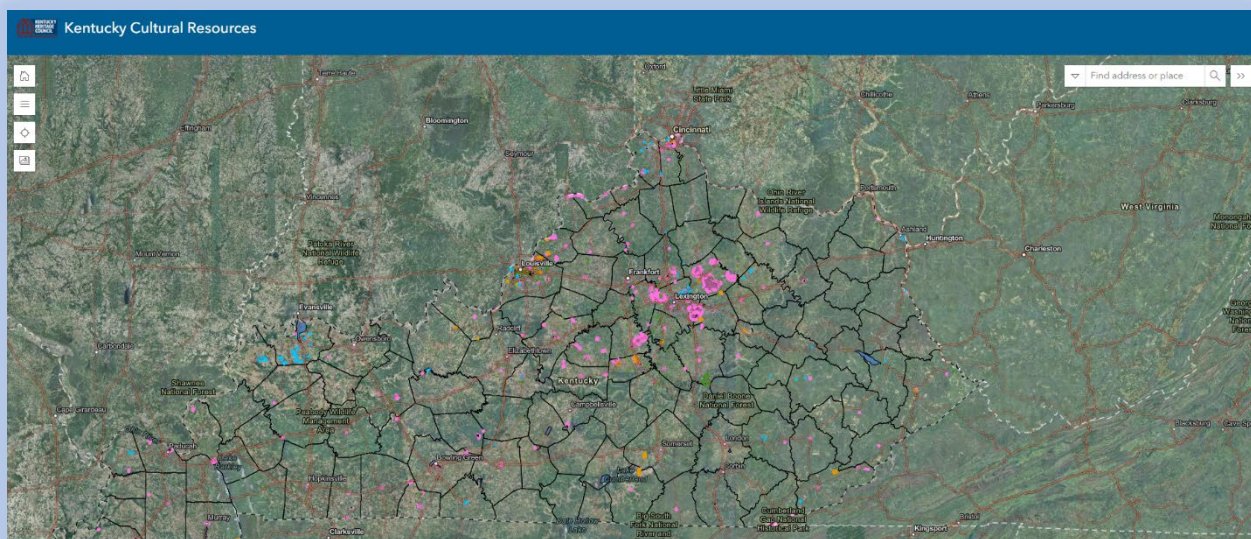
**Additional Resources:** In addition to the primary resources listed above, KHC will continue to add other resources as available including: plans, statutes, regulations, and research aids.

## KHC Cultural Resource Interactive Map

The [KHC Cultural Resource Interactive Map](#) allows you to search through records using KHC's GIS. This was created to aid in planning and background research as part of compliance, grant, and other historic preservation projects.

The KHC E-Library and Kentucky Cultural Resource Interactive Map (KHC's GIS) work best when used together. The quickest way to find Survey Forms and National Register Nominations may start with using the Kentucky Cultural Resource Interactive Map. Here, you may search by address or coordinates to locate a resource. Clicking on a resource point will open a pop-up window with additional information about the resource, and any layers like National Register Districts. You may access the National Register District Nominations from this pop-up which provides a link. At present, survey forms cannot be directly accessed from the Kentucky Cultural Resources GIS. However, you can copy the KHC Site Number from the information pop-up, then paste it into the E-Library search bar. This will bring up the KHC Survey Form with that KHC Site Number.

You can watch KHC's helpful video on how to search through the E-Library and Kentucky Cultural Resource Interactive Map [here](#).



## Searching KHC's E-Library

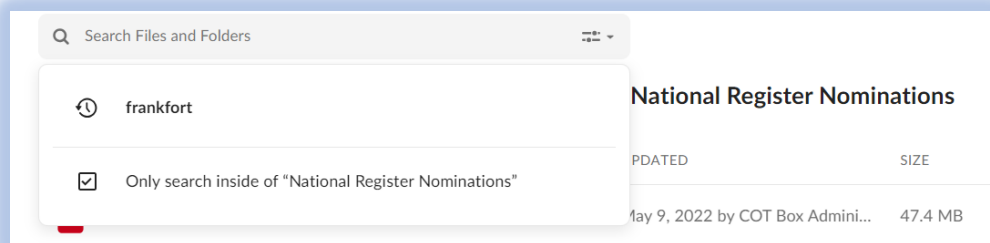
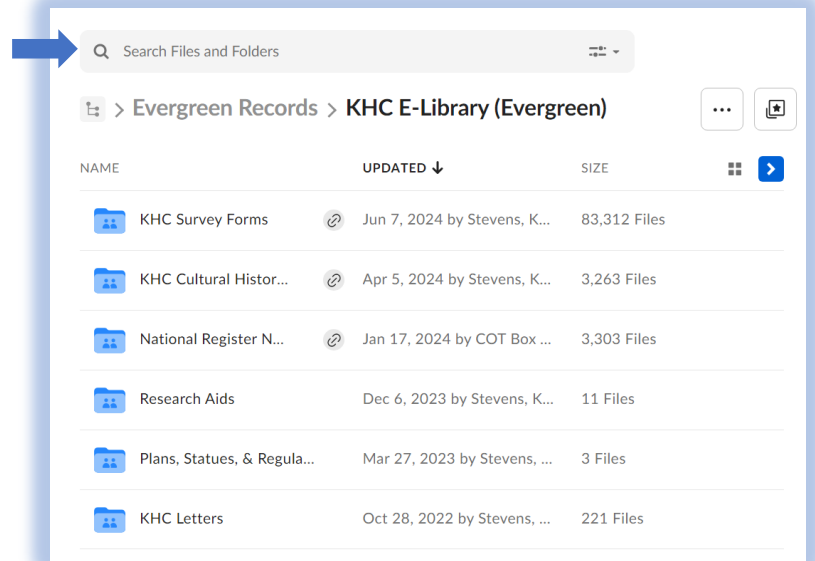
KHC's E-Library offers several methods for searching documents:

### Search Bar

The Search Bar is a quick and straightforward tool that can be used to search folders and files by keywords, titles, survey numbers, etc. to find specific resources instantly. This method of searching looks at document titles as well as the first few pages within each PDF. Common things to search include KHC Site/Survey numbers, Historic Resource Names, Addresses, and Architectural styles. "Key Word" searches may also be helpful by "subject" if a survey number is not available or for historic context studies.

*Please Note:* The search function may not understand handwriting present on older survey forms and documents.

The Search Bar may be used to search the entire KHC E-Library, or specific folders. To search in a specific folder, go to your desired photo and check the "Only search inside of" before pressing enter.



## Search by Collection

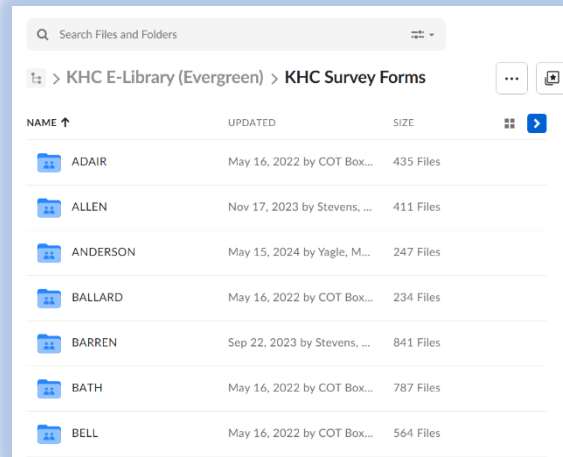
**Survey Forms:** KHC’s survey forms are organized by county within the “KHC Survey Forms” folder. You may scroll through the folders to find a specific county or use the search bar to open a county’s folder. Survey forms are organized by Survey # prefixes within each county folder. Specific forms can be found in several ways:

If you know the resource number:

- Use the search bar, limiting your search to a specific folder or searching the entire E-Library, and search the resource number (e.g., BE 855).
- Scroll through the appropriate prefix folder for your survey form.

If you do not know the resource number:

- Use the search bar to search an address (e.g., 410 High St).
- Use the Kentucky Cultural Resources Interactive Map to identify a resource using locational information to determine the survey number.
- If you cannot find an associated survey number, feel free to reach out to the contacts listed below.



## Frequently Asked Questions

### What is a coded property?

The resources labeled by numbers (e.g., 02400301) are coded properties. Properties coded in this way were recorded as part of informal survey efforts several decades ago, and do not have a site form. We cannot provide any information about the National Register status of the property. If you survey a coded property in the field, an official site number from KHC will need to be requested.

### What is an electronic entry (“#EL#”)?

Electronic entries are marked by #EL# in their historic name and represent resources that do not have individual survey forms for that property. Often electronic entries are the result of older National Register nominations. If your project includes one of these properties, a KHC survey form will need to be completed.

### What do the colored circles mean on older survey forms?

Some older surveys do not have the properties’ National Register status explicitly written out on the form. Instead, colored circles were used to symbolize the resource’s National Register eligibility status (see chart).

Color	Meaning
Green:	<i>Eligible</i>
Red:	<i>Listed</i>
Black:	<i>Survey site/unassessed</i>

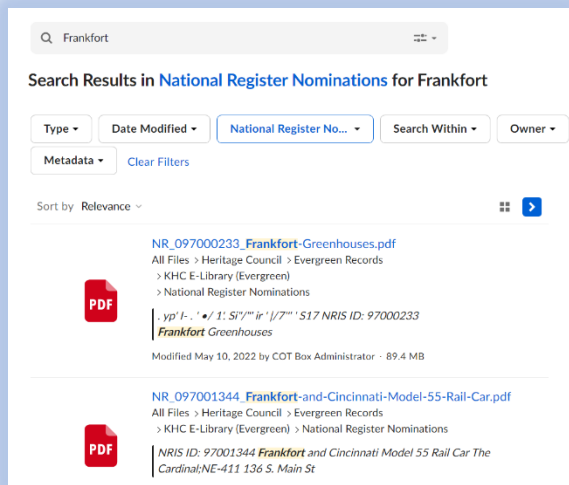
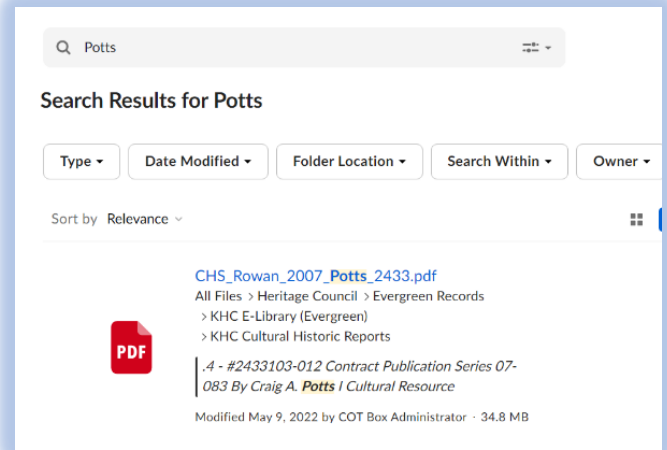
**Cultural Historic Reports (CHS Reports):** CHS Reports are organized by document titles, using the following naming template:

**CHS\_County\_Publication Year\_Author\_ShelfID**

E.g., CHS\_Rowan\_2007\_Potts\_2433

To find a report, you can:

- Access the [CHS Catalog](#) to search for reports by title, county, context, etc. Links to digitized reports can be followed directly from this catalog.
- Peruse the catalog to determine which report(s) you need or search by criteria provided in the document title. E.g., in the picture to the right, we have searched by the author's name "Potts," which provides us with a list of reports associated with this author.



**National Register Nominations:** NR Nominations are organized by document titles using the following naming template:

**NR\_ReferenceID\_Property-Name**

E.g., NR\_079000986\_Frankfort-Commercial-Historic-District

Nominations can be found using historic name or the National Register ID number. In the following example, we searched "Frankfort," which lists all nominations containing that term.

- You may search the catalog by location, historic name, or any other unique term. In the example below, we searched by city, "Frankfort", which has listed all nominations containing that term.

**Transmittal Letters:** The KHC Letters are organized by the year that the letter was issued. For help determining the year, contact the [KHC Survey Coordinator](#). After determining the date, click on the desired year's folder and the appropriate month's documents. From there, you may conduct a keyword search by pressing "Ctrl + F." Once the search bar has opened, try searching for specific letters by "County", "Project Number", "Project Name", or any other unique identifier which may be picked up from a keyword search.

**Additional Features of Box (must be logged in to use)**

**Left Toolbar:** The most important tabs on the left toolbar for users will be the “Recents” and “My Collections.”

**Recents Tab:** The Recents tab will take you to a screen with documents that have recently been viewed.

**My Collections Tab:** In the My Collections tab you can create collections of documents from across Box. You can think of this as shortcuts to documents located in different folders. Favorites, located under My Collection, is a pre-created collection. When you favorite a document, it will be added to this collection.