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**Historic American Buildings Survey**

**Guidelines for Historical Reports**

</div>

**Introduction**
The Historic American Buildings Survey (HABS) was established in 1933 to create a public archive of America's architectural heritage, consisting of measured drawings, historical reports, and large-format black & white photographs. The idea of "securing records of structures of historic interest" was first endorsed by the American Institute of Architects (AIA) in 1918. However, it took the onset of the Great Depression to provide the opportunity in the form of a federal program initiated during President Franklin D. Roosevelt's "New Deal" administration. Anticipating the 1935 Historic Sites Act by well over a year, HABS was the first significant boon to historic preservation at the national level. The program field tested many of the preservation strategies still in use today such as the surveying, listing, and compiling of documentation on historic properties; the development of comprehensive, contextual information; and the establishment of national standards for documentation.

HABS was part of a ground-swell of interest in collecting and preserving information, artifacts, and buildings related to our early history, recognized as the Colonial Revival movement. Like HABS, the movement was motivated in part by the perceived need to mitigate the effects of rapidly vanishing historic resources upon America's history and culture. Path-breaking organizations such as the Society for the Preservation of New England Antiquities and Colonial Williamsburg presented models for the collection of historical artifacts and the interpretation of our architectural heritage. And architects trained in the Ecole des Beaux Arts prepared drawings of colonial-era buildings in folio volumes as a means of promoting and understanding historic architecture. While important, these activities occurred only on a limited, local or regional basis. The HABS surveys implemented for the first time the comprehensive examination of historic architecture on a national scale and to uniform standards.

Just prior to the establishment of HABS, Executive Order 6133 transferred stewardship of historic battlefields and other associated sites from the War Department to the National Park Service. At the same time, Director Horace Albright broadened the traditional NPS focus on preserving naturalistic western landscapes to include the cultural heritage of the east. Chief landscape architect Thomas C. Vint was moved from the San Francisco regional office to Washington, D.C. to oversee the development of new historical parks such as Colonial Parkway in Virginia, Salem Maritime in Massachusetts, and Hopewell Village in Pennsylvania; he also provided general management of the new HABS program. HABS recording, and its rich archive of period-specific architectural details, aided in the restoration and interpretation of these and many other historic properties, while also creating a lasting record for future generations.

The significance of the HABS program then as today resides in the scope of the collection and its public accessibility, as well as in the establishment of national standards for recording historic architecture. As was intended, the HABS collection represents "a complete resume of the builder's art," ranging "from the smallest utilitarian structures to the largest and most monumental." The materials are available to the public copyright-free and on-line through the Prints and Photographs Division of the Library of Congress. As a resource for architectural historians, restoration architects, preservationists, scholars, and those of all ages interested in American history and architecture, HABS is one of the most widely used of the Library's collections.

HABS is also responsible for the development of standards for the production of drawings, histories, and photographs, as well as the criteria for preparing the documentation for inclusion in the Collection currently recognized as the *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation*. The resulting documentation comes from three sources today. The HABS Washington Office produces documentation in-house and fields teams (made up primarily of students) all over the country. HABS also receives documentation from the mitigation program satisfying Sections 106/110 of the National Historic Preservation Act. Historians preparing mitigation documentation should contact the appropriate regional National Park Service office or HABS Washington staff with any questions and for a review of the reports. HABS also accepts donated documentation from interested members of the public, such as student-work in university programs or consultants in the cultural resources field.

## Formats

HABS has developed a short format and an outline format to guide historians in researching and writing reports. Determining whether to use the short form or longer outline format depends on the complexity of the building or site, the amount of information available, and the allocated time to work on the project. **At a minimum, each building or site should have a short format report accompanying the graphical (measured drawings, photographs) documentation**.

The **short form** report is several pages in length and has prescribed entries. It should be used in cases wherein research time is limited or research yields little information on the building.

The short form can also be the basis for a **field survey** form, wherein large numbers of historic buildings need a concise and consistent assessment, either as part of documentation for a complex of buildings such as military base, college campus, or farmstead, for an historic district or region, or as part of an initial study of a category of buildings wherein one or two representative examples will be extensively recorded. The short form categories would then be adapted to include not only the name of building, surveyor (historian), and sponsoring organization, and the location, but also prevailing structural types, repetitive features or the unusual ones, materials, condition, plan and site layout, buildings uses and so on, making for a field survey form that anticipates shared characteristics and notes the material evidence that will later influence a determination of historical, architectural, and technological importance. Recent examples of field surveys include the Quaker Meeting House study (1997-99) and the Philadelphia Carnegie Library study (2007-08). A sample survey form from the Quaker Meeting House survey and one from the Philadelphia Carnegie Library project are in Appendix E.

The **outline format** prescribes the historical information and physical aspects of the building, complex of buildings, or site to be discussed, *although topics within the sections can be expanded or omitted as appropriate*. The first section of the outline addresses the physical history of the building, including significant dates in the initial planning and construction as well as in later alterations, plus names of the designers and suppliers. The historical context of the building is also addressed here. The second section concerns the architectural information, with categories intended to produce an analysis and description of the building form as it exists at the time of the site visit. Also in this section is a component for some discussion of the landscape including designed elements and plan, as well as reference to outbuildings and supporting structures on site. The final section of the outline is

bibliographic in nature, including all sources of information as well as other potential resources not investigated, as appropriate.

For groups of buildings, such as those in a complex or those surveyed for a historic district or as representative types from a particular region, different questions must be asked than for an individual structure. Try to include the following information: 1) Physical context, that is how it relates to the surrounding environment; 2) Historical context, primarily concerning the buildings' relationship to the historical development of the surrounding area and to trends in local and national histories; 3) Specific historical data, including the dates of initial planning and development, any changes in plan and evolution, individuals such as architects, city planners, and developers, associated with the site studied, and associated historical events; 4) Physical description of the site according to the original plan, as it has changed over time, and as it is at the present. For individual buildings or structures identified as part of a complex, these broader questions frame the overall narrative but information on the specific buildings within the complex must also be included in the supporting reports submitted for those individual buildings and structures. The HABS Washington Office or the NPS regional offices can offer guidance on a case-by-case basis.

Regardless of the format selected, the historical report should be written in simple language, without excessively specialized terminology. HABS follows the *Chicago Manual of Style* guidelines, which are simplified in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. For architectural terms, Cyril L. Harris, *Historic Architecture Sourcebook*, or the *Getty Art History Information Program's Art & Architecture Thesaurus* can serve as guides. Grammar and punctuation conventions observed by HABS are found within these guidelines. Indicate sources for all information in footnotes following the *Chicago Manual of Style*, and cross-reference relevant measured drawings, photographs and other historical reports in the HABS/HAER/HALS collection. All historical reports are to be prepared on a computer using Microsoft Word software and submitted in hard copy and electronic forms. The reports are single-spaced. Keep formatting simple, adding images, tables or charts as appendices at the end of the report. If historic images are used, a copyright release form must be obtained from the repository or owner of the image in advance of submission. The copy right release form is included as an appendix to this document and pdf versions of the form can be obtained from the HABS Washington Office.

**Short Format**
The short form HABS report uses the following headings and is generally only a few pages in length. Page length varies from one to two pages up to around ten pages, depending on the resource, access to materials, and time available for research.

**Name**:     The name section is essentially a heading, centered at the top of the page. It includes the full name of the program, HABS, the name of the structure, and the HABS number. See the Appendices for information on the HABS number and assigning the historic name.

**Location**:     This includes the address, city or town, county, and state. In the second paragraph a coordinate should be provided that locates the building or site. See the Appendices for information on assigning coordinates.

**Significance**: This succinct statement presents the rationale for recording the building or site, emphasizing its significance in the local, regional, or national context. It should highlight both historical and architectural aspects of the building and its relationship to its environment.

**Description**: The description should cover the physical characteristics of the building, past and present.

**History**: Include in this section the date of construction, the name(s) of the architect(s) or builder(s), ownership information, and various uses of the building or site over time.

**Sources**: Citations of sources used.

**Historian(s)**: In addition to the name(s) of the author(s), include the author affiliation(s) and the general completion date of the report.

**Project
Information**: This is a summary of those involved in preparing the documentation, including the measured drawings, photographs, and historical report. Sponsor and cooperating organizations should also be named here.

Examples of the short form historical report are available at the HABS website, www.nps.gov/hdp/habs/index.htm

**Outline Format**
The headings used in the outline may be deleted or expanded as necessary depending on available research. Formatting of the report as an outline and with proper headings and indentations is expected.

**Name**: The name section is essentially a heading, centered at the top of the page. It includes the full name of the program, HABS, the name of the structure, and the HABS number. See the Appendices for information on the HABS number and assigning the historic name.

**Location**: This includes the address, city or town, county, and state. In the second paragraph a coordinate should be provided that locates the building or site. See the Appendices for information on assigning coordinates.

**Present Owner/
Occupant:** This refers to the current owner(s), who may or may not be the occupant, so both need to be addressed here.

**Present Use:** This is a brief statement explaining how or for what the building or site is used.

**Significance**: This succinct statement presents the rationale for recording the building or site, emphasizing its significance in the local, regional, or national context. It should highlight both historical and architectural aspects of the building and its relationship to its environment. This statement will be expanded in following sections.

**Historian(s)**: In addition to the name(s) of the author(s), include the author affiliation(s) and the completion date of the report.

**Project
Information**: This is a summary of those involved in preparing the documentation, including the measured drawings, photographs, and historical report. Sponsor and cooperating organizations should also be named here.

**[On subsequent pages:]**

## Part I. Historical Information

### A. Physical History

**1. Date of erection:** This refers to the initial date(s) of construction. If the date is unknown, state "Not known." If no exact date can be determined, but an estimate is possible, indicate by using "ca." and suggest reason for the estimate, such as local tradition or stylistic evidence, or a change in tax assessments. Include sources for all dates cited.

**2. Architect:** A brief biographic entry is appropriate here, especially if the architect is not well known or is a local figure. The heading can be changed from "architect" to reflect the appropriate title of the designer of the building. State "Not known" or "None," as necessary.

**3. Original and subsequent owners, occupants, uses:** The owners, occupants and uses have a varying degree of importance, depending on the kind of structure being documented. For some buildings, such as churches, this section is less important. For houses that are owner-occupied, only the owners need be charted. But for rental houses or commercial buildings, knowing the occupants or uses as well as the owners can be informative. Change the category as needed.

A chain of title is the best way to establish the owners, especially for rural buildings. The owners of urban buildings are often better documented through tax books, but the utility of either depends on the locality. A legal description of the property (lot and square number) should precede the list of owners. The property need only be researched to the time of construction. If the tenants changed frequently during a particular time period, and these changes have not affected the structure, a brief summary of the occupants can be offered, such as "1915-35, numerous commercial enterprises."

**4. Builder, contractor, suppliers:** This section can include items such as the construction firm or the source of the building materials. The heading can be changed to reflect the

appropriate title of those involved. If the responsible parties are not known, indicate this by writing "Not Known."

**5. Original plans and construction:** Include a capsule description of the structure's original appearance. Original drawings, perspectives, and early views should be described. Contemporary descriptions from newspapers, contracts, and letters can be quoted or summarized. Material from past residents or from physical examination of the structure may contribute to the narrative on its original appearance.

**6. Alterations and additions:** Dates of alterations and additions are included here, along with a description of the changes and the person(s) responsible. Deal with this material chronologically and devote a separate paragraph to each major change. Not all evidence comes from documents; the physical structure can provide valuable information. Note if an alteration is based on physical evidence and estimate the date, if possible, noting that it is an estimation. Use graphic sources as well; old photographs and drawings can be a valuable tool.

## B. Historical Context

The context of a building can vary tremendously and is essentially what you make it. This section expands the brief significance statement given at the beginning of the report by examining the building's place in the larger context of national, regional, and local history as well as in architectural history. Consider not only the general history of the building, but also its relationship to its environs and the persons and events associated with its establishment and development.

## Part II. Architectural Information

The purpose of the written architectural information is to supplement the information provided by measured drawings and photographs, so the descriptions need not be exacting in detail if graphics are available. The descriptions should be clear and concise and touch on all significant features of the building.

## A. General statement

**1. Architectural character:** This is a statement on the architectural interest or merit of the building, with particular emphasis on unusual or rare features. Information included in this section should help answer the questions of what distinguishes the building in terms of design? and how does it reflect boarder architectural trends and patterns?

**2. Condition of fabric:** An assessment of the condition of the fabric and structural and mechanical systems, such as those found in Historic Structures Reports, is not necessary. Rather, this section calls for a general appraisal of the overall condition of the building at the time of research. Information on specific features can be enumerated under the appropriate heading.

## B. Description of Exterior

**1. Overall dimensions:** The dimensions are expressed either in numbers (rounded to the nearest inch; front dimension given first) or in general terms, such as bays and stories

(fenestrated attics count as a half story). Include layout and shape. Both the main section and wings are included here.

**2. Foundations:** Include material, thickness, water table.

**3. Walls:** Include overall finish materials and ornamental features on elevations, such as quoins, pilasters, and belt courses. When a building is stuccoed, also note the material underneath. Mention details such as the bond of a brick wall, whether the stone is laid randomly or in courses, the color and texture of the materials, the type and source of stone if known.

**4. Structural system, framing:** A thorough description of the structural system is important, since this information is often not readily apparent. Note wall type, such as load-bearing or curtain wall, floor systems, and roof framing.

**5. Porches, stoops, balconies, porticoes, bulkheads:** Describe materials, form including roof, details, and location. Include a paragraph on each major porch; others can be described briefly.

**6. Chimneys:** Mention materials, number, form, and location.

**7. Openings**

**a. Doorways and doors:** Include location, description, and trim.

**b. Windows and shutters:** Include fenestration, type (such as casement, two-over-two-light double-hung sash), sills, lintels, trim, and shutters. If there are a variety of windows, characterize them generally.

**8. Roof**

**a. Shape, covering:** Include shape, such as gable, hip, or gambrel, and materials.

**b. Cornice, eaves:** Include materials, form, notable features, and gutter system.

**c. Dormers, cupolas, towers:** Include number, location, and individual descriptions.

**C. Description of Interior**

**1. Floor plans:** If there are measured drawings or sketch plans, describe the general layout. If there are no drawings, be more specific. Start with the lowest floor and proceed to the top. If two or more floors are identical, combine the descriptions. A sketch drawing of the plan is recommended, particularly if no measured drawings accompany the report.

**2. Stairways:** Include location (if not mentioned above) and describe type, railing, balusters, and ornamental features.

**3. Flooring:** Include material, finish, and color. Describe width of boards and direction they run.

**4. Wall and ceiling finish:** Include finish materials, paneling, color, wallpaper, and decorative details of note. Mention location of specific features being discussed.

**5. Openings**

**a. Doorways and doors:** Include a description of the characteristic type found and individual descriptions of notable ones, including paneling, color, finish, and trim. Mention location of specific doors being discussed.

**b. Windows:** Include any notable interior window trim. Discuss natural lighting features and provisions for borrowing light from other interior spaces.

**6. Decorative features and trim:** Include woodwork not described above, cabinets, built-in features, fireplace treatments, and notable ornamental features. Mention materials and location of specific features being discussed.

**7. Hardware:** Describe original or notable hinges, knobs, locks, latches, window hardware, and fireplace hardware. Mention location of specific features being discussed.

**8. Mechanical equipment**

**a. Heating, air conditioning, ventilation:** Describe original and present systems, and any remaining devices of interest.

**b. Lighting:** Describe original lighting fixtures and those of interest. Mention location of each being discussed.

**c. Plumbing:** Describe original systems and any systems of interest.

**d. Use any appropriate heading:** Include any feature appropriate for the structure, such as elevators and call-bell systems.

**9. Original furnishings:** Describe and locate any pieces of historical interest, such as furniture, draperies, and carpets, original to the structure.

**D. Site**

**1. Historic landscape design:** Include layout, character, plantings, and walks of original or historic landscape treatments. Historical information, such as dates of certain features, may be

appropriate here. In general, this section is the venue for analysis of the relationship of a building or structure to its environs, and for discussion of any special accommodations made with regard to that setting.

**2. Outbuildings:** Include a separate description of each outbuilding, including the location and function of each structure, and historical information if it has not been included above.

## Part III. Sources of Information

This is an essential section of the historical report that directs subsequent researchers to all pertinent sources. Be sure to include complete bibliographic information on every source located. For primary sources, it is helpful to include the institution or archives at which the document is housed or some annotation.

**A. Architectural drawings:** Include the date and location of the drawings and note anything significant, such as features not built as originally planned. Not only are original drawings useful, but alteration drawings should be noted too.

**B. Early Views:** Include photographs, engravings, and other images. If known, specify medium, artist, date, publisher, and plate size. Give the location of the item and include information such as a negative number needed for ordering a copy. A note on the importance of the view is useful, such as "north front of church before tower was removed."

**C. Interviews:** Include the name of the person interviewed, the date and place of the interview, and the person's association with the structure or site.

**D. Selected Sources:** If the written sources are extensive, divide them into primary and secondary, or unpublished and published. Unpublished materials should always be accompanied by their archival location. Include items such as deed books, inventories, censuses, tax records, insurance records, manuscripts, letters, and historical society files.

**E. Likely Sources Not Yet Investigated:** List here anything not referred to for this report, but known or thought to contain further or related information.

**F. Supplemental Material:** Supplemental material can be graphic or written, and it is usually put at the very end of the report (copyright permitting) or in the field notes.

Examples of historical report in the outline format are available at the HABS website, www.nps.gov/hdp/habs/index.htm and a synopsis of the categories for the outline format, providing the headings "at a glance," is included as Appendix D.

## Appendix A. General Guidelines for HABS Documentation

**HABS Number**

Every building is assigned a HABS number, which becomes its identifying number within the HABS collection. The number consists of a two-letter state abbreviation, hyphen, and number. Contact the HABS Washington Office or NPS regional office to receive a HABS number and for additional guidance. The HABS number must appear on every item of documentation sent to the Library of Congress, including all those sent as part of the field records. The HABS number goes in the header of every page of the historical report, right justified. In the first page of the HABS report, the program name and building name are centered at the top of the page, using the following format:

<div align="center">

HISTORIC AMERICAN BUILDINGS SURVEY
BUILDING NAME

</div>

and on each successive page of the report, the building name and HABS number are included in a header, right justified, as shown in the following:

<div align="right">

BUILDING NAME
HABS No. XX-#
(page #)

</div>

The name of the building or site is written using all capital letters. The HABS number is always preceded by the words "HABS No." to differentiate it from items in the HAER and HALS collections.

If a complex is being documented, the site as a whole will receive a HABS number, such as: Fort Tejon, HABS No. CA-39. Each building that is part of the complex will receive a subsidiary number, such as: Fort Tejon Barracks No. 1, HABS No. CA-39-A.

**Assigning Names to Structures and Sites**

For the HABS collection, the *historic* name is the primary name of the building, structure or site as this will not change with each new owner or use. Often determining the historic name requires research, though generally it corresponds to the original owner of a house, or designated use of a public or commercial building. Occasionally, the recognized historic name of a house is not the personal name of the owner, but a designated name like George Washington's Mount Vernon. For groups of buildings, use the traditional name as the primary name, such as that of the neighborhood, rather than historic district or other administrative designations. Always note the origin or source of the historic name in the text of the report.

Occasionally the historic name is not well known, and researchers using the HABS records may not be able to identify a structure by that designation. Secondary names, which are common or current names, are included to aid in the use of HABS records. More than one secondary name can be included, such as for the WILLIAM PENN TAVERN which has two: Gruber House and Obolds Hotel. Secondary names are demarcated by parenthesis in the HABS document headings, as shown below:

WILLIAM PENN TAVERN
(Gruber House, Obolds Hotel)

If a later owner was particularly prominent or was responsible for a substantial alteration
or addition, that name is linked to the original owner's name by a hyphen, such as:
BROWN-GARRISON HOUSE. Avoid excessive use of hyphenated names. If the building is a
church, include the denomination in the name, such as: ST. MARK'S EPISCOPAL CHURCH.

Do not use qualifiers such as "Now the ..." or "Currently" as part of the name since such notations
eventually will be outdated. Also avoid using words such as "Old" in the name, unless it is part of the
recognized name.

If the historic name cannot be determined, the address, augmented by a general designation, is used as
the name. Examples include the following:

549 ELM Street (House)
201 MAIN Street (Commercial Building)

When appropriate, the current name will suffice as the secondary name.

201 MAIN Street (Joe's Bar)

In the case of complexes containing several buildings, the overall complex name is used in the first part
of the name, followed by the individual structure.

Fort Tejon, Barracks No. 1

**Determining Location**
The location includes the number and street, the city or town, county, and state. Locations are handled
somewhat differently for urban and rural areas.

For urban areas, use the number and street, such as: 512 Main Street, followed by the corner or
intersection in parentheses if appropriate, such as: 500 Main Street (northwest corner of Oak). If the
street name is a number, use the local convention to determine whether to write it in digits
or words: 54 E. 42nd Street, 301 Seventh Avenue. If the property is large, indicate streets bounding it,
such as:

West side of Main Street, between Oak Avenue and Elm Street
West side of Main Street, bounded by Court, Oak, and Elm streets.

In small towns or rural areas, a more descriptive address is required. In towns, relate the structure to
the nearest named street or local landmark, and for more remote places, place the building in relation
to a nearby roadway or natural landmark. Examples include:

South side of Main Street, 0.5 mile west of Oak Avenue

East side of Main Street, 0.7 mile north of Ridge Creek
0.1 mile south of Parker Creek
0.5 mile north of State Route 662
2.5 miles east of intersection with County Road 4

or locate them within one-tenth of a mile from the nearest intersection, such as: South side of U.S. Route 13, 0.3 mile east of State Route 605.

If the building or site is not located within the boundaries of a city or town, it is located in reference to the nearest city or town. Always include the word "vicinity" with the town name to clarify the location, such as: Millville vicinity. Generally, the vicinity is the nearest city or town that has a zip code. Consider local usage and custom here, but keep the vicinity in the same county as the property.

The locational data must also include a coordinate that pinpoints the structure geospatially. The coordinate should be expressed in decimal degrees using North American Datum 1983 (NAD83) or World Geodetic System 1984 (WGS84). If your data is not in decimal degree format, visit the FCC's DDD MM SS and Decimal Degrees Conversions website: https://www.fcc.gov/media/radio/dms-decimal. Alternatively, if your data is in UTM format, visit Montana State University's Lat/Lon and UTM converter: http://www.rcn.montana.edu/resources/converter.aspx .

Additionally, information about the source of the coordinate should be provided: 1) identify the location of the coordinate relative to the structure; 2) indicate the date the coordinate was obtained; 3) identify the method by which the coordinate was obtained; 4) provide an estimate of the coordinates accuracy expressed in +/- meters (if applicable); 5) specify the coordinates datum; and 6) indicate any restrictions on releasing the structure's location to the public. Examples are provided below:

Examples with Google Earth (make sure the program is set to decimal degrees):

The building is located at latitude: 39.185876, longitude: -94.682148. This point was obtained on March 24, 2016 using Google Earth (WGS84). There is no restriction on its release to the public.

The ranch is located at latitude: 39.185876, longitude: -94.682148. This point represents the main gate and was obtained on March 24, 2016, using Google Earth (WGS84). There is no restriction on its release to the public.

The canal is located between latitude: 39.185876, longitude: -94.682148 (west end) and latitude: 39.185876, longitude: -94.682148 (east end). The points were obtained on March 24, 2016, using Google Earth (WGS84). There is no restriction on their release to the public.

Examples with a GPS unit:

The Shelton House known as Rural Plains is located at latitude: 37.66055756696, longitude: -77.3472625971. The coordinate was taken near the front door, in 2004, using a GPS mapping grade unit accurate to +/- 1 meter after differential correction. The coordinate's datum is North American NAD 1927. Rural Plains's location has no restriction on its release to the public.

Bennett's Mill Bridge is located at latitude: 34.60251, longitude: -50.69997. The coordinate represents the structure's northeast corner. This coordinate was obtained on February 10, 2003, using a GPS mapping grade unit accurate to +/- 3 meters after differential correction. The coordinate's datum is North American Datum 1983. The Bennett's Mill Bridge's location has no restriction on its release to the public.

Example from a Quad Map:

Mascot Roller Mills is located at latitude: 40.06281, longitude: -76.1573. The coordinate represents the main entrance point of the mill house. This coordinate was obtained on April 2, 1996 by plotting its location on the 1:24000 Leola, PA USGS Topographic Quadrangle Map. The accuracy of the coordinate is +/- 12 meters. The coordinate's datum is North American Datum 1983. Mascot Roller Mills's location is restricted pending concurrence of the owner to release its location to the public.

(Note the accuracy of the 1:24 quad map will always be +/- 12 meters).

Example from UTM Conversion:

The Badin Roque House is located at latitude: 31.5999961, longitude: -92.9728556. The coordinate was obtained in 1979 and the datum is North American Datum 1983. The Badin Roque House's location has no restriction on its release to the public.

(Note the date the UTM reference was obtained, rather than the date of the conversion).

If the release of the locational data is restricted, submit the coordinate information for entry into the HABS database along with the documentation, however, it must not appear in the final report for the Library of Congress's website.

## Appendix B. Spelling, Grammar and Punctuation Notes

### Spelling, Single word

| | |
|---|---|
| beehive (oven) | Neoclassical, *not* neoclassical, Neo-classical |
| beltcourse, stringcourse | powerhouse, BUT power plant |
| courthouse | sidelights |
| gristmill, sawmill | whitewash |
| hoodmolds | wraparound porch |
| jerkinhead (roof) | |
| latticework | |

### Spelling, two words

| | |
|---|---|
| row house | concrete block, concrete-block base |
| meeting house | main line |
| bell tower | water table |

### Spelling, clarifications

facade vs. elevation

> a facade is the wall of a building, usually the front; an elevation is a drawing of a wall

interior vs. inside; exterior vs. outside

> interior and exterior connote defined boundaries, while the others are nonspecific

storefront

> the first-floor of a commercial structure, *not* the entire front facade

cinder block vs. concrete block

> *cinder* block is made with a lightweight cinder aggregate and is widely used for interior partitions; *concrete* block is heavier, stronger and used in structural walls

concrete vs. cement

> cement is the dry mix to which water et al. are added to in the making of concrete

lath vs. lathe

> *lath* is a strip of wood used as the groundwork for plaster, as applied to walls (plural: laths); a *lathe* is a machine tool for shaping circular pieces of wood or metal

wood vs. wooden

> *wood* is wood; *wooden* may be hard, durable, and stiff like wood, but it is not necessarily wood (this principle also applies to oak vs. oaken, etc.)

glazing, lights, panes, sash, windows, fenestration

windows can be described in general as glazing; units of windows glass before installation are panes, once installed, glazing unit are lights, *not* panes; lights grouped into a frame are called sash; fenestration indicates a number and arrangement of window openings in a facade

L-plan vs. ell

buildings take the form of T-plans, H-plans, and L-plans for their resemblance to those letters; an "ell" is the wing or block, usually a rear add-on, that is the three dimensional version of the wing indicated on the L-plan

mantel vs. mantle

a *mantel* is the structural support above and the finish around a fireplace; a mantle is an outer wall or casing composed of a separate material than the core apparatus, as in a blast furnace, **and** it is the feature on a gaslight from which the flame emerges

molding vs. moulding

in England, carved mouldings are commonplace, but in America, they are moldings

historic vs. historical

*historic* is the adjective used to denote something that is old and presumably important, i.e., historic preservation, historic building fabric; *historical* is the adjective used when the subject relates to history, such as historical society, historically significant house

**Grammar and Punctuation Notes**

While the standard reference guide used by HABS is the *Chicago Manual of Style*, there are some exceptions that are particular to architectural and engineering history. Listed below are established HABS conventions.

**Years**

1930s, '30s

*not* Thirties, and *never* 1930's using an apostrophe

1850-60, 1850-1940

do *not* repeat the century unless it changes; always include the decade, ie., 1850-57, rather than 1850-7.

first quarter of the nineteenth century

*not* first quarter of the 1800s

spring 1888, December 1900

do *not* use a comma before the year, as in "spring, 1888" or "December, 1900"; do not capitalize the season, or state as "summer of 1969"

**Dates**

July 4, 1776, was a great day, or 4 July 1776
either is acceptable; note comma after the year

ca. 1850
> *not* c. or circa written out

## Numbers and numerals

All numbers from one to ninety-nine are written out, while 100 and above
are cited as numerals, *except* in the case of ages, street numbers, dimensions, and millions.

For example:
> "In 1850-60, an estimated forty-seven miners traveled more than 650 miles across the western
> states. Many did not live past the age of 40, although one 89-year-old man lived into the
> twentieth century. He lived at 37 Gold Rush Ave. The frame dwelling was a 10'-4" x 12'-0"
> space and cost only $577.00 when the old man bought it in December 1898, yet legend says he
> was worth $2 million."

### centuries
the nineteenth century, but nineteenth-century dogma
*not* 19th century or 18th-c

### percent
0.7 percent, 50 percent
always use numerals, and spell out "percent" unless in a chart or graph when % may be used

### money
$5.87, $24.00, $24.25, $234.98, 1 cent, 10 cents, 99 cents.
*do not* write out dollars; use numerals, except in the case of millions or larger ($5.87 million)

### dimensions
measurements and dimensions are *never* written out; they always appear as numerals, and feet or
inches are always indicated using technical symbols, with two types of exceptions.

For example: "Two families live at 333 Third St., which is the historic town lot No. 146. The
Byrnes live on the first floor, where the bedroom is 12'-6" x 9'-0", the bathroom is 5'-0" x
4'-0"-3/4", and the kitchen is only about 8' square. The second-story space has been remodeled
into two equal-sized 12'-0"-wide rooms with four large windows that measure nearly 5' tall."

20'-6" x 18'-0", 6'-3-1/2", 2" x 4", 9'3/4"
use a lowercase x, *not* "by"
use apostrophes and quotation marks for feet and inches respectively
hyphenate all feet and inches numerals, and any fractions
indicate an even measurement with -0" if known to be exact

**Note:** When punctuating dimensions, commas fall outside the inches/feet marks as in "the
planks measured . . . 10'-6", 5'-2-1/3", and 2'-0"."

**Exceptions**
1. 10 cubic feet and 10 square feet, *not* 10 cubic'
2. approximate measurements do not require the -0", i.e., "The three commercial buildings are about 20' wide and 40' deep."

## Streets and addresses
222 Packard St.
> capitalize and abbreviate street, avenue, boulevard, etc., but *not* short items such as road or lane, when the number prefaces the street name

Sam lived on Packard Street.
> write out and capitalize street when no number is given

It is at the intersection of Packard and Mills streets.
> when two proper names (also true of companies, rivers, etc.) are listed, do *not* capitalize street

The houses surveyed are No. 15 and No. 27 Mill Street.
The deed cites lot No. 146.
> "number(s)" is always capitalized and abbreviated as "No." or "Nos."

Interstate 66 , U.S. 30 or Route 30
> write out and capitalize "interstate" on first reference; subsequent references are abbreviated, such as: I-66

## Towns
Omaha, Nebraska, is a lovely town.
> note comma after the state

## Abbreviations and Acronyms

U.S. government, U.S. Department of the Interior, U.S. exports.
> write out "United States" when it is the noun, but *not* when it is an adjective; *do not* place a space between U. and S.

Technical abbreviations and acronyms
do not abbreviate technical terms unless spelled out at the first reference, such as revolutions per minute (rpm) or horsepower (hp); similarly for acronyms, write out the complete name on first reference, putting the proper name's acronym in parentheses afterward; thereafter use the acronym only

For example: The U.S. Department of Agriculture (USDA) and Society of Architectural Historians (SAH) have an agreement to study historic barns in the United States, but the SAH is unsure of the USDA's commitment.

**Hyphenations**

many phrases are clarified when augmented by a hyphen; the following architectural terminology is clarified by employing the general rules of hyphenation:

> 1. in general, hyphenate an adjectival construction, one that which precedes the subject
> 2. in general, do *not* hyphenate an "ly" word, including "federally"
> 3. do *not* hyphenate "late" or "early" before a century

one-over-one-light double-hung sash
> write out the numbers, *not* 1/1 double-hung sash

bird's-eye view, bull's-eye window

load-bearing brick wall; but the brick wall is load bearing

stained-glass windows; but the windows contain stained glass

side-hall and center-hall plans; but the house has a center hall

third-floor window, but the window is on the third floor

rough-cut stone

five- and seven-course bond; but American bond is laid in five or seven courses

single-family and multi-family dwelling

gable-end chimney; but the chimney is on the gable end

side-gable roof

canal-era, Civil War-era structure
> *not* Civil-War-era

bead-and-reel molding; the molding motif is bead and reel

standing-seam (metal roof)

nineteenth-century lighthouse

Palladian-style, . . . a Mission-style roofline
> append "-style" to an established architectural term if your subject is reminiscent of the original but not an example of the actual model; this is not to be confused with proper names such as International Style, which take capital letters and would *not* be hyphenated

**Appendix C. Copyright Release Form**

## 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, if any, 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:** HABS No. _____

**Types of Materials** (please check all that apply)**:**
Photographs \_\_\_\_ Illustrations \_\_\_\_ Textual materials \_\_\_\_ Oral History/Interviews \_\_\_\_
Audiotape \_\_\_\_ Videotape \_\_\_\_ Other (describe) _____

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

**Additional Permissions Needed, if any** (for example, copyright owner, subjects in photographs, illustrations in text):
_____

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


_____     _____     _____
Name (please print)                    Signature                      Date
_____     _____
Address                                Telephone Number

## Appendix D. **HABS Outline Format "*at a glance*"**

HISTORIC AMERICAN BUILDINGS SURVEY
                NAME OF STRUCTURE
                      (Secondary Name)        HABS No.

Location:

Present Owner/Occupant:

Present Use:

Significance:

Historian(s):

Project Information:

PART I. HISTORICAL INFORMATION

A. Physical History:

1. Date of erection:
2. Architect:
3. Original and subsequent owners, occupants, uses:
4. Builder, contractor, suppliers:
5. Original plans and construction:
6. Alterations and additions:

B. Historical Context:

PART II. ARCHITECTURAL INFORMATION

A. General Statement:

1. Architectural character:
2. Condition of fabric:

B. Description of Exterior:
1. Overall dimensions:
2. Foundations:
3. Walls:
4. Structural system, framing:
5. Porches, stoops, balconies, bulkheads:
6. Chimneys:
7. Openings:
          a. Doorways and doors:

          b. Windows and shutters:
8. Roof:
          a. Shape, covering:
          b. Cornice, eaves:
          c. Dormers, cupolas, towers:

C. Description of Interior:

1. Floor plans:
2. Stairways:
3. Flooring:
4. Wall and ceiling finish:
5. Openings:
          a. Doorways and doors:
          b. Windows:
6. Decorative features and trim:
7. Hardware:
8. Mechanical equipment:
          a. Heating, air conditioning, ventilation:
          b. Lighting:
          c. Plumbing:
          d. Use any appropriate heading:

D. Site:

1. Historic landscape design:
2. Outbuildings:

PART III. SOURCES OF INFORMATION

A. Architectural drawings:
B. Early Views:
C. Interviews:
D. Selected Sources:
E. Likely Sources Not Yet Investigated:
F. Supplemental Material:

**Formatting Note***:*
Include a heading (right justified) at the top of
every page after the first:

NAME OF STRUCTURE
HABS No. XX-### (Page #)

## Appendix E. Sample (Completed) Survey Forms

## Quaker Meeting House Survey Form

### FRIENDS MEETING HOUSE SURVEY

Name:  Merion Friends Meeting House

Location:  615 Montgomery Avenue, Merion Station, Montgomery County, PA; faces south.

Construction date:  ca. 1695-1714.

Building plan/configuration: unusual T-Plan.

Building materials:  stuccoed stone; Wissahickon schist.

Architectural Description: one-and-a-half story, T-plan structure with the base of the T (entry front) being three bays (east to west) by one (north to south) bay (east bay in-filled), and the top of the T being two (east to west) bays by two (north to south) bays; cross gable roof with pent in gable ends; front entry at base of T, with entries at east and west ends; windowless stone privies project from northeast and northwest corners.

*Windows:  8/12 set in slightly recessed arch, with the exception of the north rear wall (where they are set higher); paneled shutters.

*Doorway/doors: central, double door with gabled entry porch at south end; doorways with unsupported hoods at east and west ends toward south.

 *Roof: cross gable, shake with pents in gable ends (broken at south to accommodate gable window).

 *Dimensions: south (front) section: 26' 3 1/4" (east to west) x 20' (north to south); north section, to rear: 40'8" (east to west) x 26' 7 ½" (north to south).

Interior plan/significant features: wainscoting; historically, a school room was located in second story of south wing; mostly unfinished interior.

 *Partition:  runs east-west, paneled partitions come up from floor and down from ceiling to meet, with double doorway to center.

 *Balcony/gallery:  runs east-west over rear half of main meeting room; partitions, hinged from top, close off gallery; cantilevers at an angle and is supported by two columns; gallery is stepped - four tiers; stairways at southeast and southwest corners; entrance to school room along back wall toward east; boxed winder stairway at either end of gallery.

 *Facing bench/stand: along north wall, one tier, two rows of facing benches.

Structural systems/framing: load-bearing masonry walls; main block's roof structure employs heavy, bent principal rafters supporting butt purlins and joined by collar beams; roof structure visible from first floor until 1829.

Outbuildings/cemetery/school: two wood-frame carriage/horse sheds, one L-plan at the southeast entry gate, another to the west near gate; cemetery to the southeast (and receiving tomb against building at southeast crux of the T); the opposing corner was formerly the site of a privy; school building located east of meeting house along Montgomery Avenue.

Hicksite/Orthodox counterpart:

Historical Notes: Set up in 1683 by the Philadelphia Monthly Meeting after serving as an indulged meeting since 1682. The first meetings were held in the homes of members. The current structure was begun ca. 1695 and completed in 1714. The oldest meeting house in the Delaware Valley, the unusual T-plan reflects the lack of prescribed standards for meeting house design indicative of the earliest meeting houses.

Historian/date: A. Wunsch & C. Lavoie, Spring 1997

## Philadelphia Carnegie Library Survey Form

### PHILADELPHIA CARNEGIE LIBRARY SURVEY

Name: Thomas Holmes Branch of the Free Library of Philadelphia

Location/orientation: 7810 Frankford Avenue; faces south

Construction date/source: 1906, date stone & plaques in entry vestibule

Architect: Sterns & Castor; H.W. Castor

Contractor/builder: William R. Dougherty

Building configuration/plan type: T-plan

Building materials: Brick in a running bond with belt course; stone cap on water table, stone sills and cornice.

Architectural Style: Beaux Arts

Architectural Description: Single story on raised basement, three bays across by two bays deep, perpendicular rear wing, four-bay-by-one-bay, to create T-shaped configuration; entry pavilion/vestibule with a classically inspired frontispiece columns support a stone entablature inscribed with "Thomas Holmes Branch." Tripartite windows with brick spandrels; dentiled stone cornice, stone frieze below corbelled brick beltcourse. The wall terminates in a parapet roof line; rear T has a gabled roof with a parapet and flanking interior chimneys.

Windows: The typical window is tripartite, one-over-one-light sash, brick jack arch with stone keystone, coved stone sill supported by brackets; decorative spandrels. Basement windows have round-arched brick lintels.

Doorway/doors: Front entry, paired (modern) glass doors, fixed light above; side entry in the crux of the main block and rear T, with "Lecture Room" inscribed.

Roof: Flat roof, with skylight, behind a brick parapet; rear wing has a gable roof with parapet.

Dimensions: 62' x 42' main block with a 45' x 36 rear ell.

Interior features/description: Entry vestibule with dedication plaques; open T-shaped plan with low shelving to divide the space; coffered ceiling and skylight in main reading room; exposed trusses in the rear section. Entryway from ell into side vestibule and stairway to the basement.

Partitions/corridors: low shelving served to create divisions within the library; ell forms a separate section, but open to main reading room; area to front partitioned to create staff work space.

Circulation/Librarian's desk:  circulation desk to center of main block at entry; moveable librarian's desks in the various locations.

Children's reading room/location:  located in the rear T section.

Adult reading room/location: adult and reference sections in the main block

Stairway/location: stairway to basement in the T section at main block; two run open stair with side entry at landing; tuned balusters and a heavy newel post.

Basement level:  large meeting room, boiler room, staff lounge and adjoining kitchen and bathroom, work room and public restrooms.

Historical Notes: Rear section originally served as lecture hall, with an elevated stage area at the back; platform removed but the arched opening remains. Began in 1867 as public subscription library, known as Holmesburg Library Company; transferred in 1880 by the Lower Dublin Academy; opened in Frankford Athenaeum (8000 Frankford Avenue) on September 18, 1880; established as a branch of the Free Library of Philadelphia in 1899. In 1905, the academy gave site to the city so that a Carnegie-funded branch library could be erected.  The cornerstone for the current building was laid on May 23, 1906.  In June 1907 academy trustees purchased adjoining 50' x159' lot to provide buffer ("Celebrate 100 Years of Making a Difference," available at the Holmes Branch Library).

Photograph by William Rau upon completion of library shows shelving and wood work unpainted, low shelving divided sections; lighting fixtures—sconces mounted on shelving; chandeliers with glass globes; mission style square tables and chairs, and round tables with Windsor chairs (Annual Report of the Library Board, 1907). 1959 renovation—new shelving, floor covering, furniture, lighting, removal of the stage, dropped ceiling in rear; 1962 renovations—removal of dropped ceiling and restoration of wood trusses. Library is named for William Penn's surveyor general, given this land as payment for his services in laying out the town of Philadelphia; area once referred to as Washington, but named Holmesburg by Thomas Holmes descendents.

Historian/date:  Catherine C. Lavoie, July 2007.