

UNITED STATES
DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
BRANCH OF PLANS AND DESIGN
HISTORIC AMERICAN BUILDINGS SURVEY

SPECIFICATIONS
FOR
THE MEASUREMENT AND RECORDING
OF
HISTORIC AMERICAN BUILDINGS
AND STRUCTURAL REMAINS

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UNITED STATES
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Washington

SPECIFICATIONS FOR THE MEASUREMENT AND RECORDING OF HISTORIC AMERICAN BUILDINGS

I. GENERAL

Use of Specifications.

These specifications form an appendix to official HABS Bulletin #32, "Memorandum of Agreement Between The National Park Service, The American Institute of Architects, and The Library of Congress". Instructions herein contained are to be considered complementary to the regulations of Bulletin #32, and no use of the title "Historic American Buildings Survey", or of the official recording supplies of the Survey, will be approved except upon compliance with Bulletin #32, and the instructions contained herein.

The Need for Recording Historic Buildings.

It is the purpose of the Historic American Buildings Survey to study, measure, and draw up the plans, elevations and details of the important antique buildings of the United States. Our architectural heritage of buildings from the last four centuries diminishes at an alarming rate. The ravages of fire and the natural elements, together with the demolition and alterations caused by real estate "improvements", form an inexorable tide of destruction destined to wipe out the great majority of the buildings which knew the beginning and first flourish of the nation. The comparatively few structures which can be saved by extraordinary effort and presented as exhibition houses and museums or altered and used for residences or minor commercial uses comprise only a minor percentage of the interesting and important architectural specimens which remain from the old days. It is the responsibility of the American people that if the great number of our antique buildings must disappear through economic causes, they should not pass into unrecorded oblivion.

Periods and Styles.

In order to lay out a comprehensive program which will include a judicious selection of period, type and locality, it is intended that a general canvass of the structures erected between the earliest times and (say) 1860 be made. This will include the best examples of the succeeding styles followed on the Atlantic Seaboard and the adjoining States, roughly grouped as "Jacobean", "Georgian", "Early Republic" and "Greek Revival". It will also include the remnants of Spanish Colonial culture scattered from Saint Augustine to Monterey, especially the early work of New Orleans and Santa Fe.

Types of
Buildings.

The list of building types considered for this program will be almost a complete resume of the builders' art. It will include public buildings, churches, residences, bridges, forts, barns, mills, shops, rural outbuildings, and any other kind of structure of which there are good specimens extant. The lists will be made up from the standpoint of historic and artistic interest rather than of commercial uses. The largest part of individual effort spent so far in measuring antique buildings and recording them seems to have been given with an eye to adapting historic styles to modern commercial architectural practice. Much good certainly has resulted from this motive, though whole classes of structures have been neglected. The Seventeenth Century American house, because it is not well adapted to modern use, has been frequently passed by. Bridge designers, because they have not sensed the possibility of employing the distinct early American style, have neglected a subject of absorbing interest.

Other structures which would not engage the especial interest of an architectural connoisseur are the great number of plain structures which by fate or accident are identified with historic events. The birthplace of Presidents, Statesmen, Generals, Inventors, and other important men belong to this class. Old mining settlements, such as Columbia in the Sierra Nevada, or Central City in the Colorado Highlands, are the vanishing scenery of a colorful phase of our last century. The hewn log cabins of the early pioneers form another class of buildings which have been necessarily neglected as a subject for study by commercial architects.

Previous Work.

Due recognition will be made of the material of this nature which has been gathered in the past by individuals and public organizations. Many interesting buildings have been measured and photographed and quite a few of these have been published. It would be the duty of the executive organization of this program to see that effort is not wasted by duplicating work which is already available. Architects and societies which have lists of this sort should make them available at once.

The National
Advisory Com-
mittee.

Nine members comprise the National Advisory Committee--five from the architectural profession who have been particularly identified with research in American architecture (named by the American Institute of Architects) and four from civic and historical organizations. The members are as follows: Dr. Leicester B. Holland (Chairman of the American Institute of Architects Committee on Preservation Historic Buildings and Chief, Fine Arts Division, Library of Congress) Washington, D. C.; John Gaw Meem (Architect) Santa Fe, New Mexico; William G. Perry (Architect) Boston, Massachusetts; Albert Simons (Architect) Charleston, South Carolina; Thomas E. Tallmadge, (Architect) Chicago, Illinois; Dr. Herbert E. Bolton (Professor of History, University of California, Past President of the American Historical Association) Berkeley, California; Miss Harlean James (Executive Secretary, American Civic Association) Washington, D. C.; Dr. Waldo G. Leland (Executive Secretary, American Council of Learned Societies) and I. T. Frary, Cleveland Museum of Arts, Cleveland, Ohio

SPECIFICATIONS FOR THE MEASUREMENT AND RECORDING OF HISTORIC AMERICAN BUILDINGS

II SELECTION AND ARRANGEMENT OF MATERIAL.

1. Scope.

The general scope of the Historic American Buildings Survey contemplates measuring and recording the complete field of early American architecture from the earliest aboriginal structures to the latest buildings of the Greek Revival period. The date selected as a final terminus is 1860, but this is more or less arbitrary as there may be individual buildings of a later date of a character worth recording, and on the other hand, some buildings erected before this date may not be of a character to make it advisable to record them. Buildings of historic importance, such as birth-places of statesmen, eminent artists, or scientists, will be recorded even though their erection was subsequent to the date set.

It is intended that the Survey shall cover construction of all types, from the smallest utilitarian structures to the largest and most monumental. Barns, bridges, mills, toll houses, jails, and in short, buildings of every description are to be included so that a complete picture of the culture of the time as reflected in the buildings of the period may be put on record.

2. Priority.

Absolute priority will be given to buildings of architectural or historical interest, or buildings of unusual type, or buildings exhibiting unique or exceptional features of plan or design which have not been restored or remodelled and which are in imminent danger of destruction or material alteration.

Relative priority among other buildings will be determined by the District Officer, in consultation with the District Advisory Committee, taking into account the architectural interest, the structure's condition, the danger of its destruction, of material alteration, and its accessibility, including the convenience of carrying out the work in connection with other buildings also listed.

Buildings in the ownership or custody of a state or municipal government, a historical or patriotic society, or in other ownership which in the opinion of the District Officer and the District Advisory Committee insures the structures' continued preservation, should not be included except for specific reasons. This interest cannot, however, be taken for granted; and it is part of the purpose of the Survey to awaken it and keep it alive. Where buildings in such custody have not been properly recorded the District Officer will call the circumstances to the attention of this office.

3. List of
Projects.

The District Officer will keep a list of projects for measurement in his District, arranged in order of priority. This data will be supplied by the Chief Architect of the Park Service, or will be prepared at his request by the District Officer in consultation with the District Advisory Committee. Each structure listed will be described as follows: The name of the structure; location by town (or vicinity) and county; condition; number of stories (if a building); material; approximate date of construction; the approximate number of sheets (16 $\frac{1}{2}$ " x 20 $\frac{1}{2}$ " within borders) required for recording completely; and a very brief statement of reasons for its inclusion in the Survey. (See Chapter VIII)

District Officers will keep this list up to date, making note of projects measured, destroyed, demolished, or otherwise removed from consideration for recording. All work of the Survey will be confined to projects listed as described above, except upon express permission from the Chief Architect. Contributors to the Survey are requested to adhere to the priority arrangement of projects when making selection for measurement; but District Officers are authorized to accept volunteer Survey work upon projects not having first priority, when such a temporary deviation from schedule is conducive to the best interests of the Survey.

4. Extent of
Operations.

It is desired, so far as possible, to obtain a complete record of every building measured, including all details; but the same consideration that may make it impracticable to include every building may limit the amount of detail which can be recorded.

The District Officer, taking into account the number of monuments within his territory worthy of being included in the Survey, and the limits of time and personnel, must decide whether, in any specific case, only the general plan, elevations and sections will be recorded, or whether it will be desirable and possible to record the details as well.

In general it is considered that it will be inadvisable to spend a great amount of time in measuring and drawing conventional ornament and typical moulding profiles on particular buildings, if this involves passing over without any attention other available material of which a general record might otherwise be obtained.

5. Structure
names and
Survey
Numbers.

Titles should never be used in designating historic structures without careful investigation of their correctness. Obscure or forgotten names should not be used unless such titles are more appropriate than well-known appellations. The principal title of a Survey structure, once selected, should appear in exactly the same form on all Survey records, (index cards, cover sheet and drawings, and photo-data books).

As the names of the buildings are frequently duplicated, even in the same State; each project will be given an identifying number. This number will be in accordance with the Schedule of District Symbols, HABS Bulletin No. 35.

6. Avoidance of Duplication.

In order to avoid measuring buildings, measurements of which are already available, the District Officer and Advisory Committee will confer with any private individual known to them as having done work in this field and with schools, libraries, and other sources of information to inform themselves as fully as possible of what has already been accomplished.

7. Local Committees.

It will be proper to encourage the designation of informal working committees of local historical or patriotic clubs and societies to cooperate in this work, to assist in locating buildings appropriate for inclusion, and to prepare the supplemental historical data.

SPECIFICATIONS FOR THE MEASUREMENT AND RECORDING OF HISTORIC AMERICAN BUILDINGS

III MEASUREMENTS AND FIELD METHODS

1. Permission to Measure.

This Survey can only be conducted through the willing cooperation of the owners and custodians of buildings to be measured. In every instance, before undertaking the measuring of a building, written authority should be obtained from the owner, and if the building is in other occupancy than that of the owner, from the occupant as well. The fact that a building is unoccupied will not be sufficient ground for waiving this requirement, except in the case of abandoned structures of unknown ownership, and in such cases the local municipal or county officials should be advised in advance of the intention to survey the building, and the purpose of the Survey.

2. Precaution against damage.

Every reasonable assurance that care will be given to the structure and its contents may be offered, but it must be understood that the United States Government cannot be held liable for damage to persons or property resulting from the Survey. Persons participating in the Survey must be impressed with the absolute necessity of avoiding trespasses and injuries. The danger of fire, both in the buildings and in surrounding fields, shrubbery and woodlands, should always be kept in mind; and every precaution taken to avoid incidental damage during Survey work. The contents in many of the buildings to be measured will be of great value, and in these cases the measuring should be intrusted only to persons whom the District Officer knows to be absolutely dependable.

3. Means of Identification.

Before proceeding with field measurements the District Officer shall furnish the leader of each field party with a letter of identification, unless the leader or members of the party are already known to those in authority at the structure to be measured. These letters of identification should not be general in their terms, but should refer specifically to the structure or structures to be measured. In order to prevent their unauthorized use if lost or stolen, it is suggested that where practicable an identifying photograph be attached to identification papers.

4. Itinerary.

The District Officer should assure himself in advance that the squad leaders are informed as to the exact location of the project which they will measure and the route to be followed to reach it.

5. Supplies and Equipment.

The leader of each field party should provide himself with a list of the equipment and supplies required in connection with the project, and should, at the beginning of each trip verify possession of complete equipment necessary; an individual

of the squad being made responsible for the equipment, who will check it at the beginning and close of each day's work.

For a minimum measuring party the following items of equipment will be necessary:

- 1 Tape (preferably steel)
- 1 Rule (wood or steel, six feet or more in length)
- 1 Square (or large triangle)
- 1 Architect's scale
- 1 Pocket compass
- Pegs for marking measurements, etc.
- Cross-section paper (preferably bound in note-book form)
- Paper (for rubbings, full size profiles, etc.)
- Hard pencils, erasers.

In addition, most projects will require plumb-bob and line. When reference levels cannot be ascertained from existing field conditions, spirit levels will be employed. Other equipment, such as profile guages or lead strips, ladders, plane tables, transit, etc., may be used according to conditions and individual requirements.

6. Scaffolding and Excavation.

When funds are not available for the erection of staging or scaffolding, it will be necessary in some cases, when parts of a structure are inaccessible, to approximate the dimensions by counting stone or brick courses. Directions for the recording of approximate dimensions are given in section 23.

The excavation of ruined sites requires specialized archaeological knowledge and it is not intended that any work of this nature shall be included. If exceptional circumstances make it desirable, in particular cases, the District Officer should advise this office and obtain authority before undertaking such work.

7. Field Notebooks.

Standard cross-section field notebooks with pages $7\frac{3}{4}$ inches by $10\frac{1}{4}$ inches will be used for recording measurements. At the discretion of the District Officer in charge other types of cross-section books, or separate cross-section sheets, may be used by contributors to the Survey. If separate sheets are used, they should be carefully assembled in book form upon the completion of the project. Full-size sections of details, too large to be transcribed on the notebook page will be placed on supplemental sheets clearly labeled and attached to the back cover. On the first page of the book enter the designation of the District and the names of the individuals composing the field party.

On the first page of the notes containing the record of a particular structure should be entered the name and location of the structure. The date or dates of taking measurements are to be noted on the same page. The field notes must be

carefully preserved and, at the end of the work, forwarded with all other records for permanent filing.

8. Extent of Data.
(Notebooks)

It is intended that field notebooks shall contain all of the information necessary to the complete presentation of finished drawings. The only exception to this rule relates to sheets of field details too large for the notebook sheet, which serve as an appendix to the notebook. No information which will later be required by the draftsmen should be omitted from the field notebook and appended sheets. It is intended that the field book contain a complete record of the activity of field parties with regard to structures studied.

It is also suggested that, to insure against loss of records the field notebooks contain such historical data and supplementary notes as are collected in the field. Field party leaders and assistants should consider that they have a wide latitude in this regard and should not hesitate to note any information which would have a bearing upon the subject being studied. Such information may be very informal in character. The restrictions of content imposed upon final drawings and typewritten reports of historical data do not apply to field notebooks.

The intent and policy of the Survey prohibits excessive duplication of work in field notebooks as well as in any other records. Drawings and written data, while they should be as extensive in their scope as is indicated by the foregoing paragraph, should not contain repetitions of a pictorial or presentation nature such as: redrawings of identical and successive details such as dentils, modillions, balusters, typical windows, etc. No such repetition of typical forms or data should be employed when the subject can be adequately covered by a notation following the drawing of the first in a series of such details.

In general, members of field parties should employ a free system of parenthetical notation for their own use, wherever notations will reduce the time spent in making field records.

9. Purpose of Data.
(Notebooks)

The field notebooks, together with the information placed in them, are intended primarily for the use of the District organization. It is not intended that they be considered as forming a part of the finished or formal records of the Survey, although they will always be available as a check on formal records. In general, the field notebooks are to be considered as the only source of concise information which the District organization will have as a basis for support of final drawings, and in some cases, of formal written data. After the records of the Survey are filed, field notebooks will not be referred to except in extreme cases of doubt or loss of formal records.

10. Character of
Data.
(Notebooks)

The data contained in field notebooks should be complete, clear, and informal. Leaders of field parties should be held responsible for the completeness of data and should check field notes as much as possible before leaving any site. Drawings should be made quickly, but clearly, without the use of instruments. In making these free-hand drawings no time should be wasted on technique or rendering unless such indication is the quickest method of conveying necessary data. A hard pencil is recommended for field notes and drawings because of the permanency of hard lines. No one is expected to make a beautiful sketch with such a pencil, although men experienced in field work are capable of making a very quick and exact free hand sketch in pure line.

Any attempt to make formal or even semi-formal drawings in the field notebooks is considered a decided waste of time spent in the field. No man should be criticized for the technique of his field drawings, so long as they are readable and cover the subject completely, with the aid of notations. Time is an important factor in the field. Excellence of drafting and presentation should be concentrated upon the formal drawing sheets of the Survey.

11. Field Methods.
(Notebooks)

The expedient of recording rough field data upon separate pieces of paper and later transferring this data in a formal or semi-formal fashion to the field notebook is not recommended, for the following reasons:

- a. Duplication of effort and waste of time which could be better spent in collecting additional data.
- b. Vital necessity of being always able to refer to the original field notes. Transcribing always contains the dangerous possibility of change of data from the original.
- c. Possibility of loss of disconnected pieces of paper containing data.

Sheets should not be detached from field notebooks and distributed to workers in the field. The dangers of loss and confusion are the deciding factors between loose sheets and bound notebooks. Only in exceptional cases should separate sheets, rather than books, of cross-section paper be employed, and pages should never be cut or torn from bound books in the field. Where such procedure results in a saving of time, on large projects, it is suggested that several notebooks be used simultaneously to record the data for different portions. A system of notation should then be devised making it possible later to assemble all of the various notebooks containing data for any one project.

12. Supplementary
Field Notes.

Facts regarding the history of the building within the knowledge of the occupants should be recorded in the field notebook, (See Chapter VI, Section 3). Such notes will be confined largely to dates; the names of architects, builders, and original owners; important historical events which took place on the premises; and other pertinent data. In each case the source of the information must be noted, whether verbal testimony or written or printed data, (See Chapter VI, Section 4).

Where important data in the form of photographs; sketches, and written material relating to vanished features of a building under study are available, they should be carefully noted in the field books.

13. Contents of
Notebooks.

Following is a resume of the data which should be recorded in, or attached to, the field notebook:

- a. Sketch map and location data (in notebook)
- b. Complete sketches, dimensions and notations covering all measured work (in notebook)
- c. Supplementary notations of historical or architectural interest, condition of structure, probably future disposition of structure by owners or occupants, etc. (in notebook)
- d. Full-size and other details too large for notebook pages (attached to back cover of notebook)

14. Methods of
Measuring---
General.

It is of equal importance that the measurements should be accurate and that they be accurately recorded. Where practicable it is suggested that a field party consist of not less than three men, two of whom take the measurements, while a third records them.

Before starting measurements read carefully Chapter V. The following procedure is suggested as a general indication for District Officers and squad leaders of methods which have been found satisfactory in practice. The precise methods to be used may be modified by the leader of the field party in accordance with the type and size of the structure on which he is engaged, as it would obviously be impossible to set down a hard and fast set of regulations which would apply equally to the measurement of an Eighteenth Century manor house and to an aboriginal cliff dwelling. A well-considered latitude in adapting methods to the work in hand should be the privilege of each field-party leader, to provide for recording, in the most complete and informative way, each different structure.

15. Orientation and Placement. Determine orientation of building and location on site with relation to town or city, street, roads, drives, rivers adjoining structures or natural monuments, and in the case of a group, the mutual relation of the various buildings composing the whole.

16. Exterior Horizontal Measurements. Measure exterior perimeter of building recording measurements as taken on a freehand block-plan in the field notebook, (this need not be to absolute scale). It will generally be found desirable to make all measurements cumulatively, that is, by measuring to each point from the corner of the building or other determined zero point. These dimensions may be checked by measuring the width of windows and piers separately, or if this is impracticable, by taking separate measurements of alternate features.

The dimensions of each wall should be checked against the opposite corresponding wall, and care should be taken that all measurements are brought completely around the building to close on the original starting point. It will be found advisable for the person recording the measurements to call them back after recording them, to be verified by the person reading the tape. In buildings of markedly irregular outline, complicated groups of structures, and other special cases, a base line independent of the buildings should be established, from which offset measurements may be taken determining the position and relationship of the various elements. In many types of buildings, such as aboriginal monuments, the precise recording of these irregularities of plan will be of the most vital importance.

17. Interior Horizontal Measurements. The exterior measurements being completed, the interior partitions and walls may be measured. Where possible, dimensions should extend from the exterior surface of a wall, through openings in partitions, to the exterior surface of the corresponding opposite wall, these dimensions being checked in turn against the exterior dimensions already taken.

After obtaining the principal overall dimensions, including the position and thickness of the interior walls and partitions, internal openings, fireplaces, stairs, and all other internal architectural features should be measured.

Measurements should be carried completely around each room to close at the corner or other point selected as the point of departure, and checked with overall dimensions already taken.

Locate exposed beams in ceilings, projections of chimney breasts, galleries, balconies, cupboards, and apertures in ceiling. Determine dimensions of built-in furniture.

The interior dimensions of the principal floor having been determined, the same process should be repeated on the other stories, in every case checking overall dimensions of each floor against that of the principal story. On all stories, including attic and basement, measure and note framing where exposed.

18. Vertical Dimension. Determine overall vertical dimensions such as from under side of cornice to first floor line, and from first floor line to grade. Overall dimensions being established, and a rough drawing to approximate scale of each elevation made in the field notebook, measure and record all exterior vertical dimensions, checking against overall dimensions as suggested above for horizontal measurements. Note location and dimensions of belt courses and height of all exterior openings.

19. Angles, Pitches and Slopes. After horizontal and vertical dimensions have been completed, measure the pitches of incline surfaces, such as roofs, and ramps. This may be accomplished in most cases by taking vertical and horizontal coordinates of sufficient length to determine the slopes accurately. Where exterior pitched surfaces are inaccessible, interior slopes may be taken.

20. Details, Ornaments, and Profiles. General dimensions having been obtained and completely recorded, the squad may proceed to record the minor details in so far as it has been determined by the District Officer that it is advisable to measure and record them. This process in general is a repetition of the procedure described for the general measurements involving first the determination of overall dimensions and then the record of each separate feature with the greatest completeness and care. The projection of all elements including the projection of ornament should be determined and recorded. Where convenient, rubbings of low-relief ornaments, metal scrolls, etc., may be made.

Determine the exact contour of moldings and sections of carving.

21. Materials and Patterns. In addition to the dimensions, all materials should be recorded and noted on drawings and in the written report.

Note sizes of units in bonds, patterns, and courses. Show by drawings, not less than $\frac{1}{4}$ inch to the foot, enough of the bond patterns and all other geometrical structural patterns to completely illustrate conditions. Where courses are irregular, as in log construction, note the largest and the smallest course dimensions in each principal wall. Notes are to be made of color and finish. Describe original paint if determinable. Composition, section and surface appearance of mortar joints, chinking, stucco, adobe, plaster, etc., are to be illustrated or described as fully as practicable. Record all unusual conditions and materials in sufficient detail to make reproduction of the structure possible, should it be destroyed.

22. Variations and Alterations. Squad leaders should be particularly attentive to observe and record differences of material, variations in bond and pattern, and graduation in the height of courses. Where evidences of alterations are observed, the exact

present condition of the structure must be recorded, including the differences of material and detail between original work and later modifications.

23. Approximate Dimensions.

Where it is necessary to approximate or compute the dimensions of inaccessible parts of buildings, by measuring and counting brick or stone courses, clapboards, etc., a careful distinction should be made between approximate and actual dimensions.

24. Final Check.

Upon completing the measuring, and before leaving the site the field notes must be carefully checked against actual conditions to determine that no dimension has been overlooked or omitted and that the information recorded is complete so that the final record may be made from the field notes without requiring a second visit to the site for supplementary information.

SPECIFICATIONS FOR THE MEASUREMENT AND RECORDING OF HISTORIC AMERICAN BUILDINGS

IV PHOTOGRAPHIC FIELD WORK

1. Purpose.

For every structure recorded, a photographic record will be made in conjunction with the drawings and written data. In general, photographs will be used to supplement the more important measured and drawn records. Views should be selected for their architectural, rather than their pictorial value. Clearness of detail and truthfulness of record are most important.

2. Scope.

The number of photographs made of any structure will depend entirely upon the interest of its architecture, its adaptability to photographic treatment, its size and complexity, and the value of photographs as explanatory supplements to the drawings. For very small and simple subjects one view will suffice. In general, at least two views will be taken of every isolated rectangular building; each view showing a side and an end, with the planes of the building at angles of approximately thirty and sixty degrees with the plane of the picture.

Groups of buildings, or buildings of irregular or complicated plan or outline, may require additional photographs to illustrate them properly; and important, exceptional or particularly interesting details, either exterior or interior, should also be photographed.

All portions of particular interest, whose peculiar characteristics cannot be fully conveyed in line drawings, should be illustrated by photographs, even though they be carefully measured and drawn.

In exceptional cases, such as extremely complicated non-geometric detail or crude native workmanship, a photographic record is superior to a laborious drawing, and should be preferred. Such a subject may be drawn in general outline, with a notation: "See Photograph".

In cases where considerations of time and personnel make it impossible to measure and record every detail of a building, portions not measured will be illustrated by photographs only, at the discretion of the District Officer.

If possible, the District Officer, the field-party leader and the photographer should confer at the site regarding the scope of photographic work. Before beginning work read carefully pages 25 to 29, of Chapter VI.

3. Photographers.

Photographers of professional experience are best equipped to maintain the proper Survey standards in this department. However, views carefully taken by a member of the measuring force who has had sufficient non-professional experience may be accepted by the District Officer. If possible, photographs should be taken at the same time measurements are made, so as to minimize the inconvenience to occupants of a building, and to secure proper coordination between these two departments of field work.

4. Size of Photographs.

The photographs shall be not less than $3\frac{1}{4}$ x $4\frac{1}{4}$ inches. Size 5 x 7 inches is preferred. See Chapter VI, Section 7.

5. Equipment.

For suitable work the following items of equipment will be necessary:

Camera and tripod
Film
Scale stick or rule
1 black and 1 white background cloth
Key numerals

At the discretion of the photographer such additional equipment as filters, telescopic lenses, lighting equipment for interior views, etc., may be used.

6. Description and Use of Equipment.

The scale stick or rule must bear divisions in English measure, marked so as to be easily photographed at a legible size. It is to be set either vertically or horizontally, exactly parallel to the plane of the picture, and adjacent to the major plane of the subject. This scale stick must be used for close-up views of details. For giving scale to general and distant views it is always desirable to photograph a person of average height, standing close to the principal facade or plane of the structure. A surveyor's pointing rod, or its equivalent, also may be used to give scale to such views.

Background cloths are necessary for providing a contrasting background for free-standing details whose natural background does not provide sufficient contrast to show a sharp silhouette in the photograph. These cloths are valuable in recording such details as wrought iron and bronze work balusters and rails, mouldings in profile, etc. The cloth should be hung without folds, directly behind the subject, when the view is taken.

Key numbers should be painted or fixed to a background of sharply contrasting light-value. These numerals may be painted or inked on cardboard, or may even be clipped from large calendars. Except in extraordinary circumstances the key number

will be the same as the survey number assigned to the subject being photographed. (See Chapter II, 5.) Key numbers may be made up by tacking the individual numerals side-by-side on a block of wood or by placing them in a frame. Such a frame can be quickly made with two flat pieces of cardboard or tin, with an aperture or "window" cut for each digit of the key number. Numerals are to appear in photographs no larger than is absolutely necessary for purposes of identification. Small numerals are to be used in detail "close-ups", as such a picture is ruined by a key number of the large size needed for a distant view. Key numbers are to be photographed with the subject. The numbers will not necessarily be placed close to the subject; but will be set as near as practicable to the camera and so placed as to appear at sufficient size for identification, at the bottom of the photograph. For distant and general views the camera must first be set up for the view desired; then the key number placed in the foreground and properly checked for position and legibility, by means of the groundglass or finder. It is well to have an assistant during the few minutes of preparation for such a view. Care must be taken in arranging both the key numbers and the scale stick, that the surface is not tilted so as to reflect excessive sunlight toward the camera, thus making the numbers illegible in the photograph. In placing numerals and scale stick avoid covering important architectural details, especially in close-up views.

7. **Photographer's Record.** The photographer will keep a notebook record of his work, making a separate entry for each view taken, giving the following information: Serial number; name of subject; location; designation of view or portion photographed, especially with regard to compass direction; date; aperture; length of exposure. This record is to be used in checking final results.

The first page of the notebook should bear the photographer's name, kind of camera and film, list of equipment.

8. **Examples of HABS Photographs.** There follow several reproductions of Survey photographs which will serve to illustrate the proper field technique. All pictures are of the same subject, but only a part of the total number in the record are reproduced.

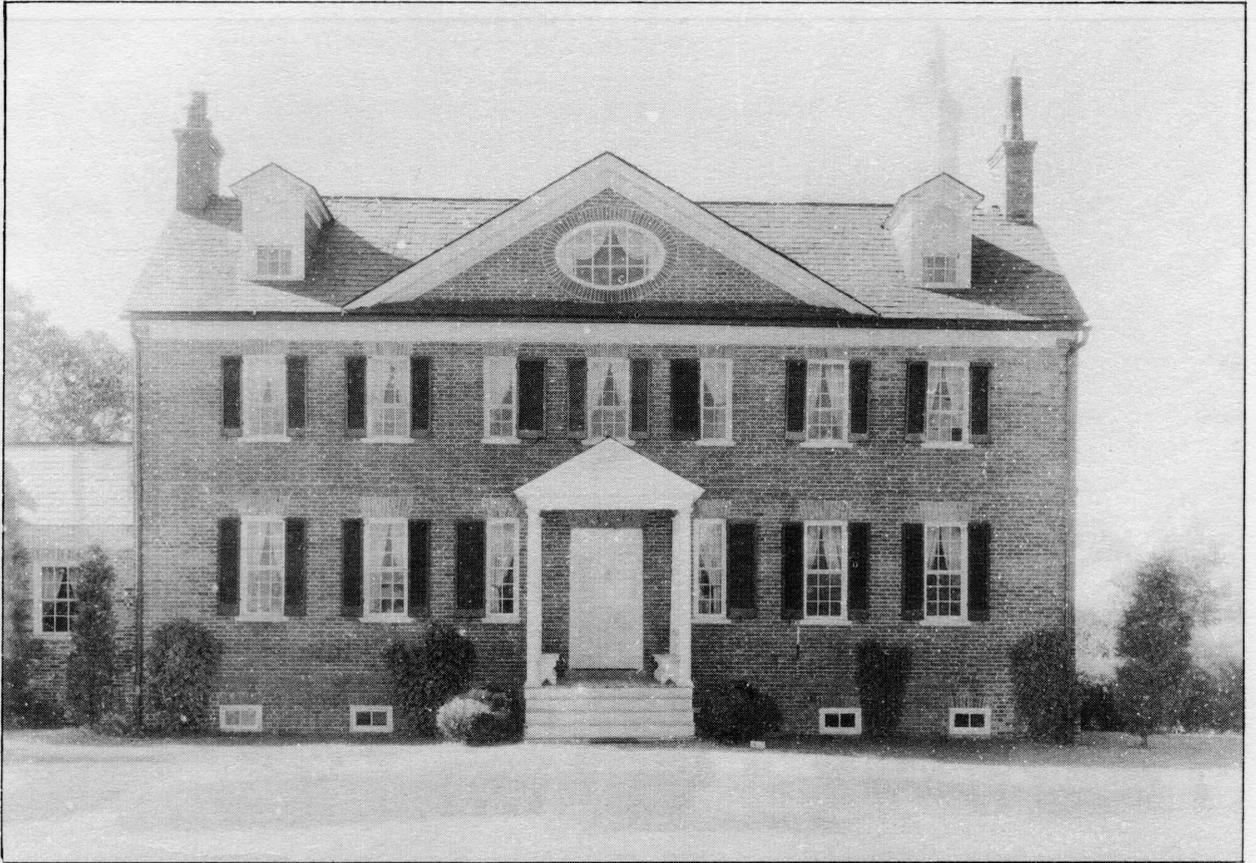


Plate I

The problem here was to record details of a large facade rather than structural mass; therefore, a direct elevation view was taken. Note the simplicity of the scale stick, and its unobtrusive location. The key number is no larger than is necessary to identify the negative.

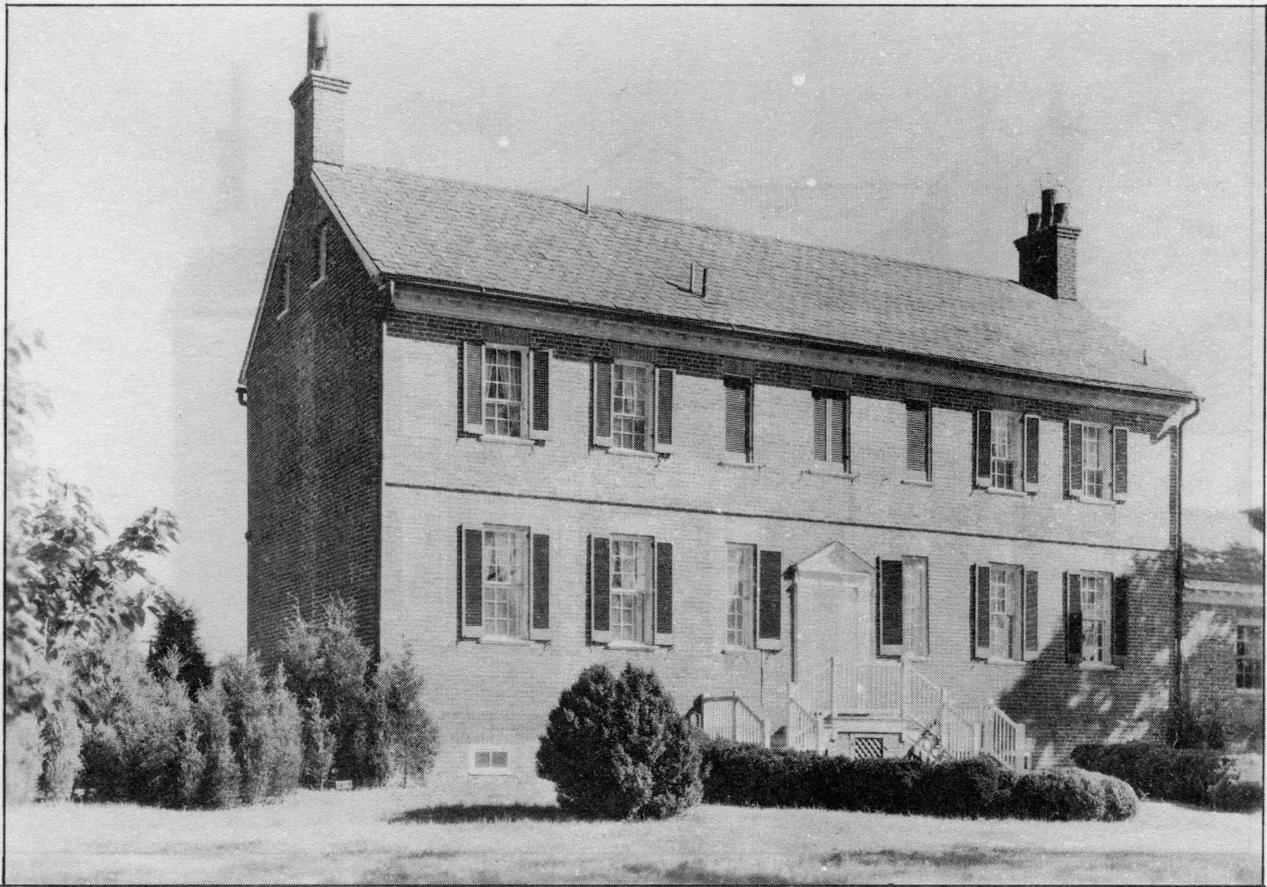


Plate II

A rear elevation with extensive fenestration and an almost blank end wall are recorded together in this view, which at the same time shows structural mass and much architectural detail.

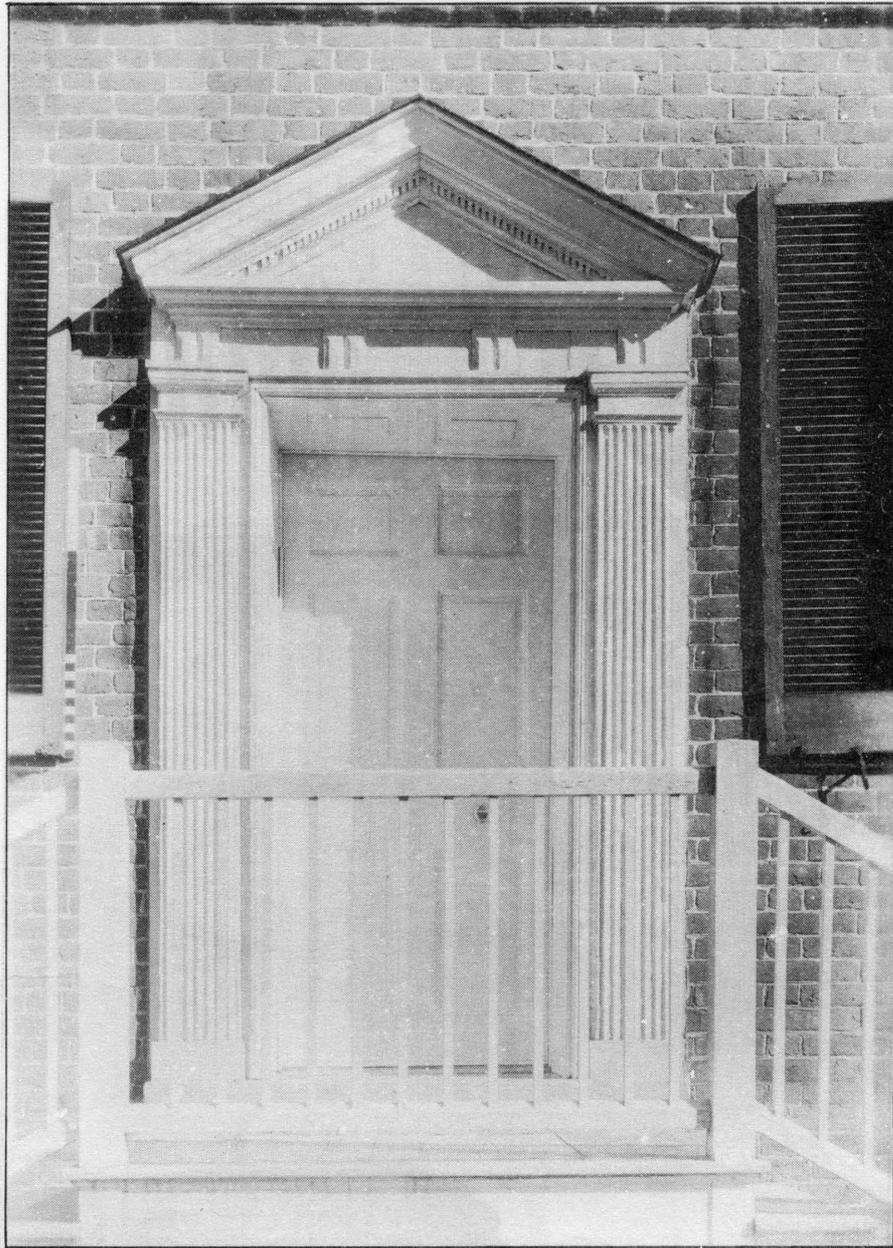


Plate III

A direct elevation view was selected for this detail in order to give the most comprehensive record. Note the unobtrusive size and position of scale stick and key numeral.



Plate IV

A stairway detail so photographed as to illustrate completely the effect of an unusual rail treatment; an effect which could not be adequately conveyed by drawings.

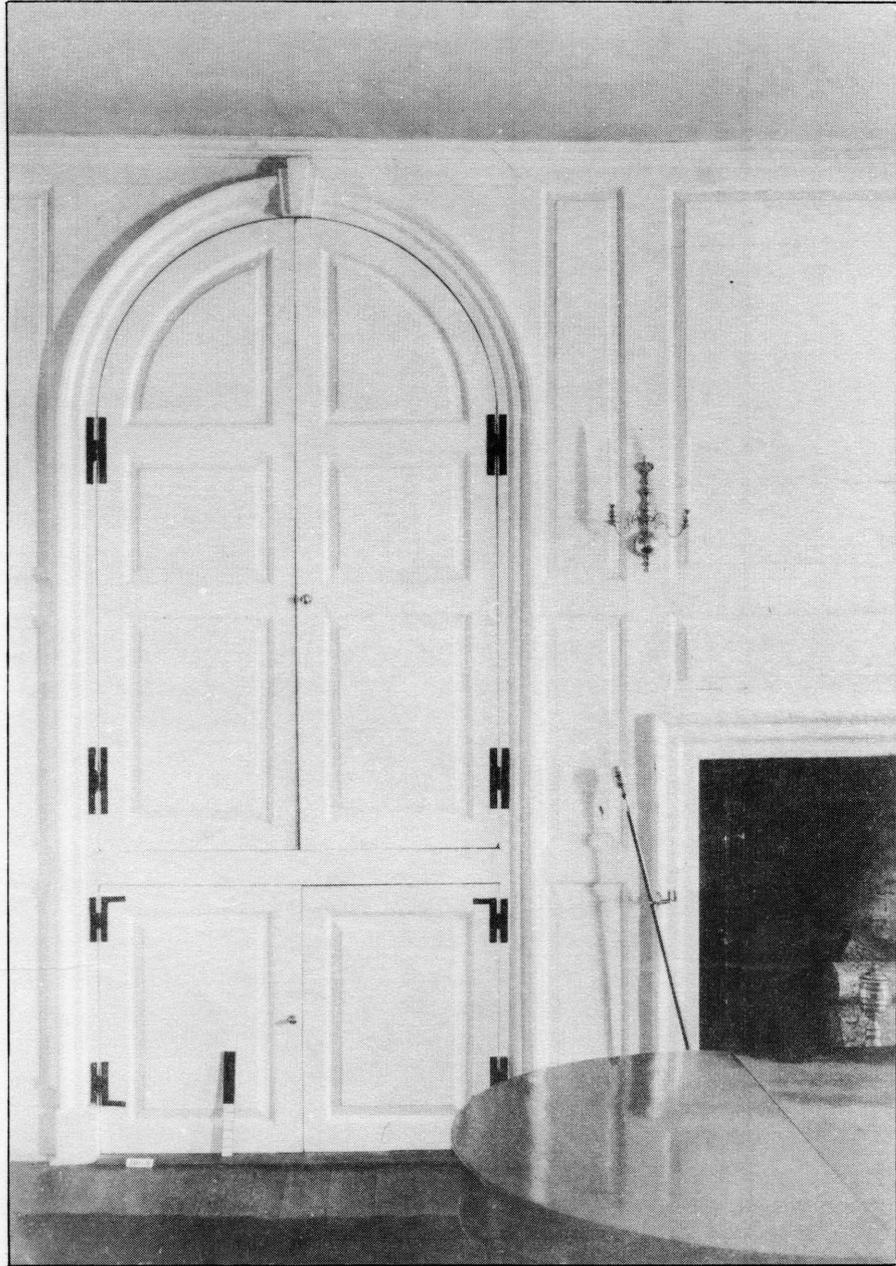


Plate V

A valuable record of texture and material, where details have been recorded by drawings. Such a photograph is always an excellent record of present condition. Note size and position of key numeral card.

SPECIFICATIONS FOR THE MEASUREMENT AND RECORDING OF HISTORIC AMERICAN BUILDINGS

V. FINAL RECORD DRAWINGS

1. Standard Sheets. Standard sheets for preparing the final record drawings will be furnished by this office. The quality of paper, dimensions, and arrangement of these sheets have been determined by the National Advisory Committee with particular reference to the permanency of the record, convenience of filing the drawings in the Library of Congress, and the necessity of making them available for consultation by students, and for reproduction. The sheets are of two kinds: Standard sheets for Department of Interior surveys and standard sheets for contributed surveys.

2. Character of Drawings. Record drawings should be complete, clear, accurate, and in sufficient detail to serve as a basis for the reconstruction of the building if it be destroyed.

A high standard of draftsmanship will be required. The order in which the various drawings are placed on the sheets, the scales employed, and the general composition of the sheets should be given careful study so that the final result will be worthy to be placed among the permanent national records.

Uniformity in methods of presentation enhances the value of Survey drawings. Several example drawings, reduced to approximately one-half size of originals, are reproduced at the end of this chapter.

All drawings will be made in black ink. No colored or diluted ink will be used. Dotted lines in black ink will be used to show reflected plans of ceilings, hidden portions of details, etc.

The following rules of procedure are suggested by common mistakes:

Drafting

- a. Draw lines heavy enough for reduction to one-half.
- b. Clarify indication on elevations, details, plans.
- c. Accent outlines for elevations, portions in section, large details, projecting or recessed portions in elevation.
- d. Do not crowd lines. (Draw for reduction)
- e. Do not decorate sheets or embellish drawings unnecessarily.

Composition

- a. Fill sheet, but do not sacrifice clarity or pleasing arrangement to save paper.
- b. Do not crowd lettering onto lines of drawing in a confusing manner.
- c. Do not project exterior elevations from plans so that ground lines are vertical on sheet.
- d. Do not run one drawing into or over another except when clarity or good composition so dictates. Never confuse drawings to save paper.
- e. Arrange plans, elevations, sections and details so that there is no doubt of their relationship to one another.

3. Restoration.

No conjectural restorations will be shown in place of existing conditions. Definite facts regarding the original condition of a remodelled building derived from photographs, old drawings, the memory of eye-witnesses or other apparently dependable sources, may be shown as supplemental drawings. The source of such information will be briefly noted on the sheet.

4. Scale.

Drawings for each building will generally comprise:

- a. Complete plans, elevations and sections.
- b. Scale details.
- c. Full size details.

The plans, elevations, and sections of each building will be made to a uniform scale adapted to the size and complexity of the building illustrated. Scale for plans, elevations and sections should be at $\frac{1}{4}$ inch to the foot, except when unusual conditions require the use of other scales. Profiles of mouldings will ordinarily be drawn full-size.

Scale details for each building will also preferably be to uniform scale adapted to the character of details illustrated; but details may be drawn at varying scales if necessary for the sake of clearness. Graphic scales corresponding to every variety of scale appearing on the sheet, including full-size, will be drawn in the lower right-hand corner. Each sheet will also bear a graphic metric scale of either six or eleven divisions, the first subdivided into five equal parts. When all drawings on the sheet are of the same scale the divisions of this metric graphic scale will be drawn and numbered for direct reference

to the drawings (see plate VII). When several different scales are used on one sheet the divisions of the metric graphic scale will be drawn one centimeter long, each, and will not be numbered (see plate X), so that it may be used as a common conversion rule for all English system scales on the sheet.

5. Dimensions and Lettering.

The principal dimensions will be placed on drawings, including scale details, but not on full-size details. The selection of the dimensions to be recorded will require careful study for each different survey. Dimension the subject as completely as its architectural importance warrants, but do not deface or obscure drawings or injure the appearance of sheets by a multitude of dimension lines. The following rules are suggested by common mistake.

- a. Recurring dimensions should be repeated, and not noted as "same" or "do".
- b. Place dimension lines carefully to avoid confusion.
- c. Dimension plans as completely as regular working drawings, showing all wall thicknesses and column diameters (except as provided in Section 8, this chapter).
- d. Give such vertical dimensions as floor heights, sill heights, cornice heights; either on elevation or section drawings.
- e. Dimension round columns and posts center to center.
- f. If subject consists of group of detached elements show simple small-scale plot plan of whole group.
- g. Door and window openings should be dimensioned center-to-center in frame construction; to edges of exterior masonry opening in masonry construction.

Each drawing on a sheet should be given its appropriate lettered title; each room identified according to its use; and all materials noted by means of indication or notation or both.

Show direction ("up" or "down") of all stairs in plan.

Name elevations according to compass direction, even when such designations as "front", "rear", etc. are also employed.

Note all columns, posts, ballusters and spindles in elevation as "round" or "square"; unless this information is shown in plans or details.

Relationship of sections to plans and elevations should be clearly indicated or noted. See plates X and XI.

When symbols or indication conventions are used to show materials, a legend should appear on the same sheet to explain the indication used. See plate VII.

Notations explaining finish, color of paint, kind of wood, etc. are often very informative; but should be included only when they add to the value of the drawings as reference documents.

Delineator's name should appear in the lower left-hand corner of each sheet; thus: "John Smith, Del."

As the drawings may be reproduced at a reduced scale, the size of letters and figures should be slightly exaggerated. Make numerals and letters for reduction to one-half original size.

Approximate or computed dimensions will be distinguished from actual measurements by the use of "plus-or-minus" signs.

6. General.

Show a simple compass on each plan sheet.

Where doors exist show swing (in plan). Note width, height, and thickness of doors.

No attempt should be made to render elevations, or to add such extraneous background effects as clouds, trees and bushes, except when such details add to the historical or architectural significance of the drawings.

All mouldings of interest should be shown in section, preferably full-size. All important hardware should be detailed full-size.

At least one complete set of window and exterior door sections should be made for each building, unless there are strong reasons for their omission.

Details should be carefully chosen, clear and complete. Omission of elements in detail drawings should be explained.

Mechanical details should be self-explanatory as to operation of parts, such as in butts, hinges, knockers, etc. This can often be best accomplished by notes.

Remember that the drawings will be used as reference matter by persons entirely unfamiliar with the structure drawn.

Do not trim completed drawings.

7. Final Drawings
Made at Site.

Field parties may, if conditions are favorable at the site, lay out final drawings in the field and check them against actual conditions as well as field notes. Otherwise, final drawings will be made after return of the field party from the site.

8. Omissions in
Drawings.

In some cases a structure will be selected for measurement which will contain certain elements or portions not suitable for recording. At the discretion of the District Officer the following method may be used for recording such structures: Show the plan of the entire structure according to existing conditions, drawing in detail only those portions which have been selected for careful measurement, indicating only in outline portions not considered suitable for study. Follow the same general method for elevations and other drawings, making adequate notations to show the relationship of all portions, both those measured in detail and those indicated only. Drawings of this nature should bear in addition a brief notation giving the reason for omission of portions; for example: "All portions except central unit added later and not in character with original structure".

9. Sheet Titles.

Each standard sheet bears a printed title with blank spaces for inserting the appropriate information regarding the name and location of the building (by State, county, and locality) and other pertinent data. The blank space headed "Index Number" will be filled in at the Library of Congress. In the blank space headed "Survey No." will be inserted the identifying serial number required by Chapter II, Section 5.

The title boxes on the standard sheets for contributed work will be lettered in the same manner as the standard sheets for Department of Interior projects, except that the upper half of the left-hand title box will contain the name of the individual or organization contributing the survey, lettered in conformity with the other titles.

10. Cover Sheets.

Each set of drawings will have a top cover sheet lettered in black ink as indicated by the sample, plate VI, with all spaces filled as illustrated, leaving blank those spaces left blank on the sample.

When the front covers have been completely lettered the drawings for each survey are to be assembled in their proper order, with the front cover on top, and sent to National Headquarters without any binding or fastening of sheets. All trimming and binding is done in the Library of Congress.

Some structures bear secondary names. Such designations should be lettered as sub-titles, directly under the main title and before the address, using lettering of the same style and size used for the address and location.

The lettering on the sample is representative of an acceptable type. Variations from this standard should be appropriate and equally clear.

The sketch map shown in the sample indicates the type of map to be used to show the location of the project. Sketch map will have no scale. If plot plans or other data on the drawing sheets definitely record location of project, the sketch map may be omitted. Some projects will be located in rural sections where street addresses cannot be given. The name of the road or highway, such as "Connecticut State Highway No. 21" or "Northford Road" with an arrow showing the direction of the nearest village or town, should be shown; with the distance to such village or town noted thereon. In the main title, the correct form for noting such a location is: "Near Coventry, Kent County, Connecticut".

In the lower right hand corner should be noted the date of erection, the name of the architect and the name of the builder. If one or two of these items are not known the known items only will be treated.

All names, dates, and addresses required in the title apaces at the bottom of the sheet must be filled in for all items referring to the District Organization. See plate VI.

11 Packing and Shipment.

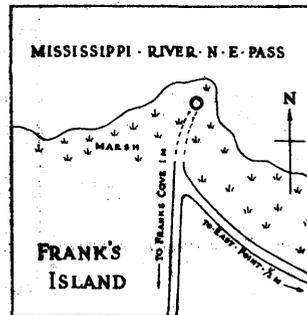
Completed drawings will be carefully packed flat, between sheets of heavy cardboard, wrapped so as to minimize risk of damage in the mail, and sent to this office by parcel post, registered and franked. The maximum weight permitted in one shipment, under the franking privilege, is four pounds. "Fragile", "Special Handling", "Drawings--Do Not Bend", is to be stamped or marked in red upon the outside of such packages.

FRANK'S ISLAND LIGHTHOUSE

PLAQUEMINES PARISH

NORTH-EAST PASS ~ MISSISSIPPI RIVER

LOUISIANA



SKETCH MAP
SHOWING LOCATION

ERECTED - 1823
ARCHITECT - HENRY S. LATROBE
BUILDER - WINSLOW LEWIS

Plate VI

HISTORIC AMERICAN BUILDINGS SURVEY
U.S. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
BRANCH OF PLANS AND DESIGN

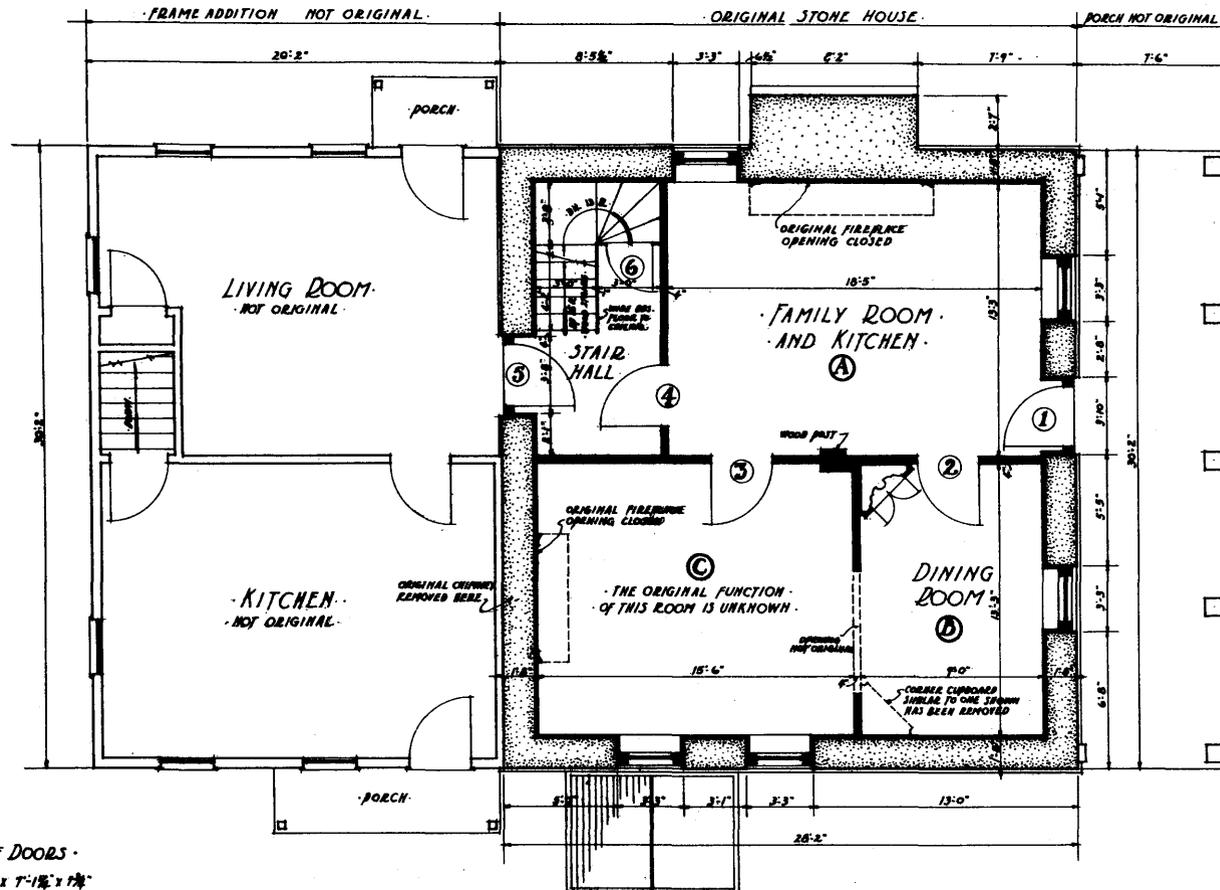
MEASURED: *Dec. 1, 1934.*
DRAWN: *Jan. 31, 1935*
MEASUREMENTS CHECKED: *F. R. Dyrechoz.*

DRAWINGS APPROVED: *Richard Koch.*
DRAFTSMAN: *Richard Koch.*
ACCEPTED FOR LIBRARY OF CONGRESS

DISTRICT OFFICER.
CHIEF ARCHITECT.

DISTRICT NO. 18 - LOUISIANA AREA
RICHARD KOCH - DISTRICT OFFICER.
614 AUDUBON BLDG. - NEW ORLEANS, LA.
- FIELD PARTY -
SAMUEL WILSON JR. DAVID C. GEIER.

SURVEY NO.
LA-19
SHEETS 14



SCHEDULE OF DOORS

- ① ③ 5'-1" x 7'-1 1/2" x 1 3/4"
- ② ③ ④ 3'-0" x 7'-0" x 1 1/2"
- ⑥ 2'-3 3/4" x 5'-7" x 1 1/2"

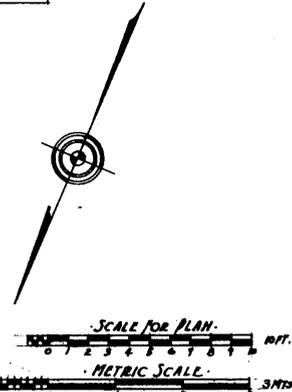
LEGEND

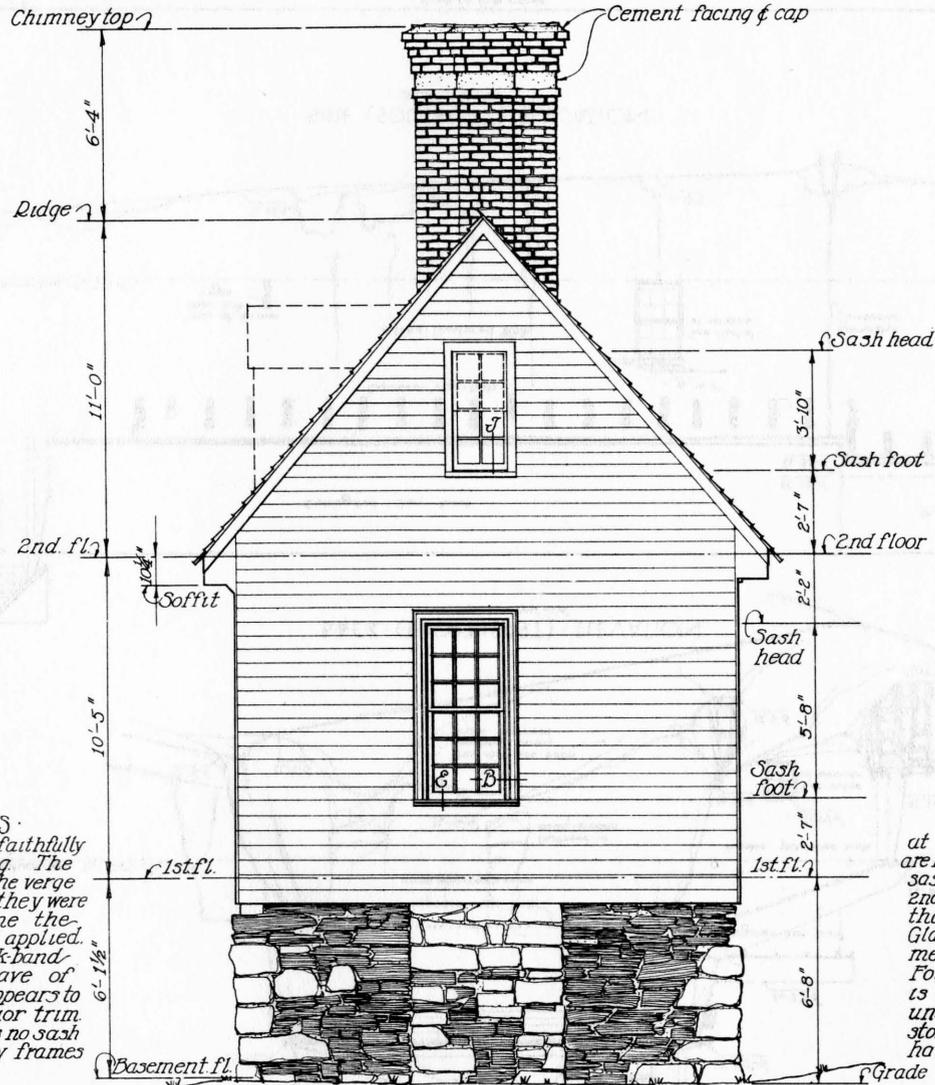
- STONE
- WOOD CONST.

• GEO. H. PORR DEL •

PLAN OF FIRST FLOOR
Scale 1/4" = 1'-0"

ALL FLOORS WOOD RANDOM WIDTH PLANK RANGING FROM 6 3/4" TO 15" - WALLS AND CEILINGS ARE PLASTERED - WOOD CHAIR RAIL OCCURS IN ALL ROOMS

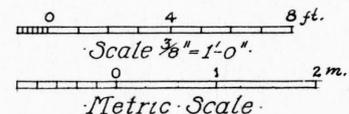




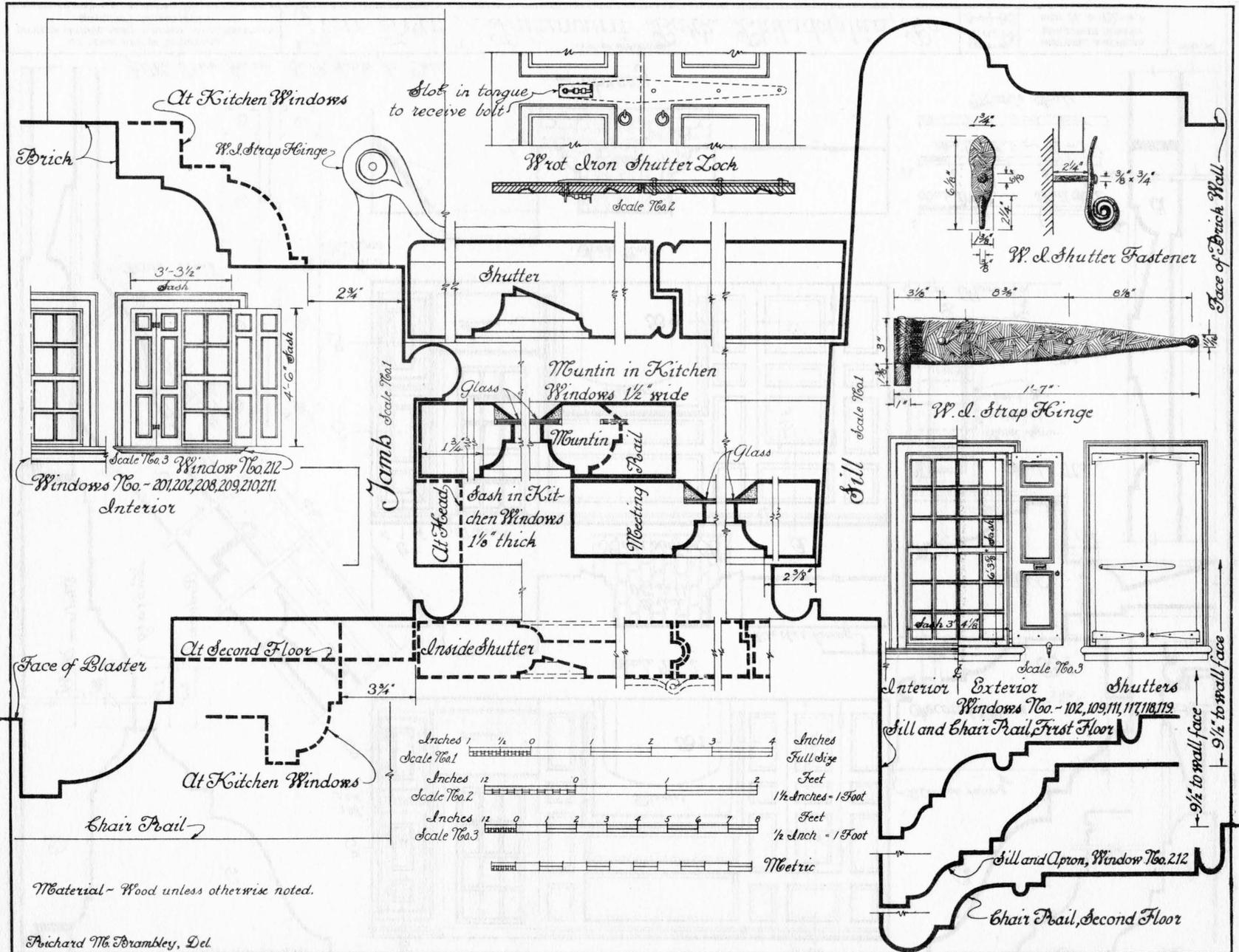
GENERAL NOTES
 Pattern of brick bond faithfully reproduced in this drawing. The corner-boards are new. The verge boards are not original, they were probably put on at the time the present clapboards were applied. Although the sill and backband are missing, the architrave of the 2nd floor window appears to be part of original exterior trim. At present time there is no sash in either of the window frames.

GENERAL NOTES
 at this end. The sash shown here are based on fragments of an original sash found inside. Examination of 2nd floor window frame verify fact that sash were double-hung type. Glass panes found on this floor measure 6 3/8" x 8 1/2" and are 1/2" thick. Foundation stone shown shaded is of slate character, that shown unshaded is a type of brown sandstone. Central section believed to have been entrance at one time.

NORTH ELEVATION
 Scale 3/8" = 1'-0"



Stuart M Barnette - Del.



Material - Wood unless otherwise noted.

Richard M. Brambley, Del.

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF NATIONAL PARKS, BUILDINGS, AND RESERVATIONS
BRANCH OF PLANS AND DESIGN

NAME OF STRUCTURE
Laurel Hill, Fairmount Park, Philadelphia, Pa.

SURVEY NO.
Pa. 13
1-25-35

HISTORIC AMERICAN
BUILDINGS SURVEY
SHEET 4 OF 10 SHEETS

INDEX NO.

Plate X

SPECIFICATIONS FOR THE MEASUREMENT AND RECORDING OF HISTORIC AMERICAN BUILDINGS

VI. PHOTOGRAPH-DATA BOOKS

1. Contents.

Each historic structure surveyed is to be described in a written report, covering its history and architectural characteristics. This text should be accompanied by a print and negative of each photographic view made during the survey of the structure. Each structure surveyed is to be represented by its own book; material for several different structures shall not be combined in one book. Samples of the standard data sheets and photomount cards for this book will be furnished District Officers upon request.

2. Scope of
Written Report.

Specifications for descriptive data have been so framed that a very condensed and standardized version of the data relating to a structure will be placed upon the index cards. This index card file is entirely distinct and separate from the "written data sheets" described in this chapter, although some of the facts contained in the index card catalogue will be again treated in a more detailed manner, in the written report. The written report described in this chapter is prepared only for structures actually measured during the course of the Survey.

3. Outline of
Written Report.

The following outline is to be used in preparing the written report.

Numbering

In the upper right-hand corner of each written data sheet place the Survey number of the subject described. Immediately below should be the word "Page", followed by the proper page number of the report.

Title

Slightly lower than the page number, and in the middle of the page, place the name of the structure, using capital letters throughout. If the name does not connote the structure's use, place the requisite explanation immediately following the title, in the same line. Below, write the location (city or town, county and State). An example of the proper method follows:

"LIBERTY HALL" (Residence)
Frankfort, Franklin County, Kentucky

Itemized
Description

The following underlined headings are to be placed next in order on the sheet, each properly answered by brief statements;

Owner (or Custodian). (Give address, if other than that of structure.)

Date of Erection (exact or approximate)

Architect (if name is known)

Builder (if name is known)

Present Condition (Note state of preservation, departure from original appearance; removal from original site, etc.)

Number of Stories (at present)

Materials of Construction: (Foundations, floors exterior and interior walls, roof, etc., with general notations covering departures from original conditions.)

Other Existing Records: (List as: Drawings and/or Engravings, etc.; Written Records; Photographs. State authors or recorders if known, date records were made, present disposition and custodians.)

Additional Data: (Elaboration at greater length of important details briefed as above, with additional text required by this Chapter. Give sources of information and affix signature at end of report.)

Historical data incident to the buildings studied may be secured through local and State institutions and societies. Only the briefest resume of facts is necessary in each case. Long accounts of genealogical matter and sentimental mythology have no place in this program. Factual matter only such as dates of buildings, owners, and other pertinent data is desired.

Additions or elaborations which the District Officer deems necessary will be accepted, with exceptions as noted above. It is proposed to give as much latitude in the written report as is consistent with the wide variety of projects which will be represented. All information pertinent to the historical or architectural merit of the particular project described should be embodied in this report.

The descriptive text is to be neatly typed in black upon standard white data sheets. The holes punched in these sheets are to be at the left side of the page as read. A margin at least $1\frac{1}{2}$ inches in width is to be left blank at the binding side of each sheet. The first sheet of the description is to bear a title typed in capital letters, which will identify the description as to the project referred to, and its location. Each sheet of the description, if there are several sheets, is to be numbered in the upper right hand corner. Sheets are to be typed upon one side only.

4. Authorship.

Care should be taken throughout the text of the description to give the source of all material contained, except when the editor of the complete description is himself vouching for the facts described.

The author of the description is to sign his name at the bottom of the last sheet. If the author is not the District Officer that officer's name is to appear beneath the name of the author after the typed word "Approved", followed by the date.

5. Method of Assembling Report.

The written data sheets are not to be mounted upon any card or other sheet, but are to be placed in the booklet immediately following the set of photographs, with the sheets arranged in their proper sequence. The complete book is then to be assembled, with photo-mount cards used as front and back covers.

When the sheets and covers are properly assembled they are to be bound together by the use of brass paper fasteners, inserted in the binding holes provided. In cases where the project is not represented by any photographic material these specifications are to be followed only with reference to the written data. The title upon the book cover will then read "Historical and Descriptive Data".

6. Book Title.

The name and the location of the structure, together with its survey number, are to be lettered or typed on the outside of the front cover, in exactly the same manner as on the cards containing photographs. In addition, this front cover is to bear the number of the District and the District territory designation. The name and headquarters address of the District Officer is to appear directly beneath this latter title. If the survey is contributed work, rather than a Government project the name of the person or institution responsible should be placed immediately below "Historic American Buildings Survey". The title of the book is also to appear on this front cover. These titles and designations are to be lettered or typed in black. A typical example of the method of preparing the front cover sheet is shown in the diagram on page 27.

7. Size of Photographs.

The standard size of all Survey photographic negatives and prints is 5 by 7 inches. Certain exceptions have been made to this rule to allow for the inclusion of incidental photographs or snap-shots, which may be substituted for the 5 by 7 inch size at the discretion of the District Officer. In the case of photographs larger than standard size, the maximum size will be dictated by the limitations of free space on the mount-card. The specifications which follow pertain directly to the standard size photographs, but apply also to photographs which vary in size from the standard, with the sole exception that smaller photographs will cover less space upon the mount card.

8. Scope of photographic records. The photographic material submitted in accordance with these instructions is to be collected and prepared according to the directions in Chapter IV. In general, drawings, photographs, and written data should together give a complete record of the architectural and historical characteristics of the project. It is understood that the number of photographs necessary to accomplish this purpose (in conjunction with drawings and manuscripts) will vary greatly on different types of buildings. Provision is hereby made for the exclusion of any or all photographic material relating to a project, only when it is impossible or inadvisable to represent such buildings by photographs as well as by drawings. In such cases the booklet herein described shall contain only the written report referring to the structure.

9. Method of Assembling Photographs. A diagram follows (see page 23.) showing at reduced scale the method of preparing the photograph mount-card and of mounting thereon the photographs and negatives. To prepare these cards for mounting, cut four corner slits in each mount-card, as illustrated in the diagram. Mount-cards are not to be trimmed or reduced in size in any way; or bound except by means of the punch holes already made in the cards.

The method of assembling is as follows: Place the negative face down upon the mount-card and insert each corner in turn into the slits made in the card. Place the photograph print directly over the negative, back to back, with the picture (if it has vertical composition) so placed that it will be viewed correctly when the card is held with the binding holes at the left. If the photograph has horizontal composition place the print in the same manner as described above, except that the top of the view will be the edge nearest the binding holes, and parallel to the binding edge of the card. When the print is correctly placed slip the corners into the slits provided in the same manner as has been done for the negative beneath.

10. Titles of Photographs. The photograph mount-card is to be labeled according to the general method shown in the diagram. The title of the view is to be placed directly beneath the photograph, parallel with the bottom. Photographs shall be named in accordance with the form of the following general examples:

- a. North Elevation (front)
- b. View from Southwest
- c. General View (exterior)
- d. Detail of Entrance (north elevation)
- e. Entrance Hall (general view)

William Gibbs Residence
Charleston, South Carolina

HABS No. SC-6

PHOTOGRAPHS
WRITTEN HISTORICAL AND DESCRIPTIVE DATA
District of South Carolina

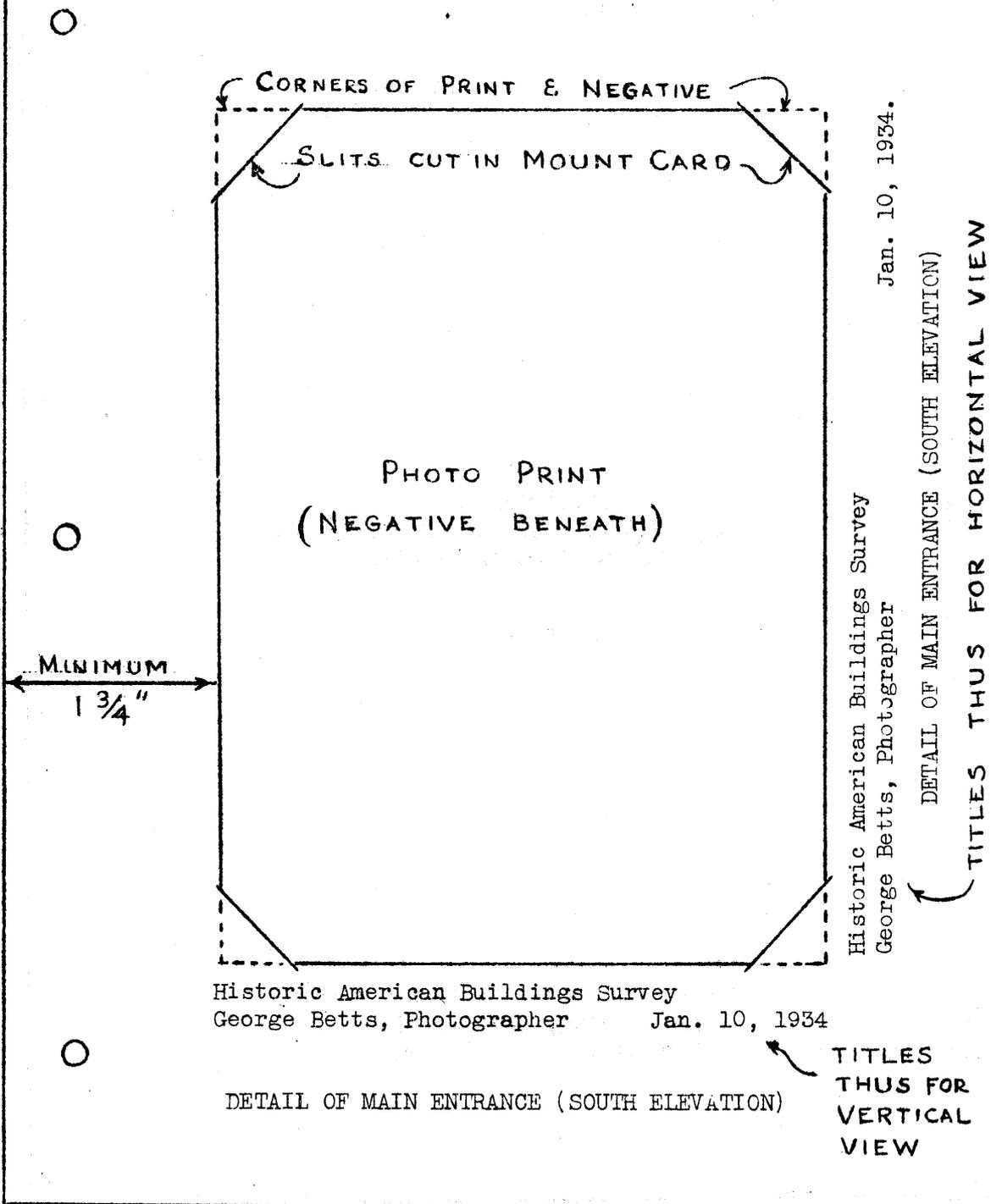
Historic American Buildings Survey
Samuel Lapham, District Officer
42 Broad St., Charleston, S.C.

Sample of Front Cover

Note: Use either hand-lettered or typed titles throughout entire book.
Do not employ both in one book.

William Gibbes Residence
Charleston, South Carolina

HABS No. SC-6



Sample of Photo-Mount Card

Note: Use either hand-lettered or typed titles throughout entire book.
Do not employ both in one book.

f. Living Room (south wall)

g. Detail of Mantle (living room, south wall)

Titles of photographic views shall follow the general form of these examples whenever possible. In case of a choice between "a" and "b", use "a". No elaboration of this typical form shall be made except when in the judgement of the District Officer it is impossible to convey the meaning of the view except by such elaboration. In general, titles should be kept as short and simple as it is possible to make them, still giving the necessary identification. For certain views it will be necessary to add such explanatory phrases as "Soffit", "Looking Up", "View From Roof", "West Wing", etc.

The name of the structure is in no case to be lettered beneath the photograph, but should be placed as shown in the diagram. The name of the photographer and date of taking the picture should be placed upon the mount-card, as shown in the diagram, never upon the face of the photograph. All text upon the mount-card is to be lettered with black ink in a simple and clear style of letter, or may be typed in black.

Each photographic print is to be labeled on the reverse side with ink, giving the name of the structure, its location, survey number, title of view, and name of photographer with date. This information may be written in long-hand. Care is to be taken in writing upon the back of photographic prints that the surface of the print is not injured by excessive pressure of the pen.

Each photographic view is to be allotted a separate mount-card. Two or more subjects shall not be represented upon one mount.

11. Shipping.

At the conclusion of the work the photographs for each structure will be assembled with the written data relating to that subject carefully wrapped between heavy layers of cardboard to avoid damage in transit, and mailed to the Chief Architect in packages not exceeding four pounds each in weight.

SPECIFICATIONS FOR THE MEASUREMENT AND RECORDING OF HISTORIC AMERICAN BUILDINGS

VII GENERAL INDEX OF HISTORIC AMERICAN ARCHITECTURE.

1. Purpose.

It is proposed to continue the indexing of historic American architecture until a complete catalogue of all important structures is available in the Library of Congress. This list when completed will include all measured projects under the Historic American Buildings Survey, all structures approved for consideration under that program, and all other structures which are deserving of permanent record for one reason or another. The catalogue is to be indefinitely extensible and in permanent form. The preparation of this great index will enable the Historic American Buildings Survey to cover a far greater number of projects than the measuring program now provides for.

The importance of this index cannot be overestimated since it will most completely fulfill a major function of the Survey and will form an invaluable basis for any future program.

2. Form.

In brief, the Survey Index will consist of one or more 3-by-5-inch filing cards for each structure, whether measured or not. These cards will record the location, name, history, description, references, and a suitable library cross-index designation.

To facilitate discussion of the Survey Index, an example of the form to be used follows, showing the method used for indexing a typical structure.

The example shown has been slightly enlarged to facilitate the use of a typewriter in reproduction of the printed portion.

Survey Index Cards are to be neatly lettered in black ink, or typed in black with a typewriter.

3. Content.

The following headings are to be filled in under the direction of the District Officer. (A brief notation of the desired contents is listed below for guidance of the person making out the card. Form "A" shows the amount of material necessary and desirable for an average structure. For structures of great importance (historical or architectural) it may be necessary to use more than one card for recording the data under the headings, "History", "Description", "References". However it is preferable to condense as much as practicable and one card will usually suffice.)

STATE		COUNTY	TOWN OR VICINITY
Pennsylvania		Philadelphia	Philadelphia - 60 Elm St.
INDEX NUMBER		MONUMENT	
		Reynolds House	
REPRESENTED IN NEGATIVE FILE	HABS SURVEY NO.	History - Built 1786 by John Reynolds; Present owner, E. B. Morris.	
PUBLISHED PHOTOGRAPHS		Description - Brick, Pitch roof, 3½ Story, Inside chimneys.	
PUBLISHED DRAWINGS		References - Eberlein, H. D. & Lippincott, H. M. Colonial Homes of Philadelphia and its Neighborhood, 1912 pp 69-75.	
 HISTORIC AMERICAN BUILDINGS SURVEY			

To be filled in at Library of Congress

FORM "A"

- A. STATE- (See from "A")
- B. COUNTY- (See form "A")
- C. TOWN OR VICINITY-Up to one mile from town or city indicate by name of town or city, with street or other address; further than one mile indicate by name of town or city followed by, "vicinity" and exact location according to highways, railroads, etc.
- D. MONUMENT- Name by which structure is to be designated on all Survey records.
- E. HABS SURVEY NUMBER- District number followed by hyphen, followed by the survey number assigned by the District Officer.

This number is not to be placed on the card unless the monument has been recorded, at least by standard Survey drawings and a written report, or by Survey photographs and a written report. In other words this number will distinguish the recorded from the unrecorded structures.

- F. HISTORY- Date of erection, architect or builder, brief indication of transition to present owner, present owner, any important events of historical value.

G. DESCRIPTION-Brief designation of construction, (brick, stone, frame, etc.) type of roof, height in stories, distinguishing features. Please do not classify structures as to "style".

H. REFERENCES-Notation of published data or records, The following headings (included in bracket on from "A") are to be left blank by the person filling in the card: "INDEX NUMBER", "REPRESENTED IN NEGATIVE FILE", "PUBLISHED PHOTOGRAPHS", and "PUBLISHED DRAWINGS". These spaces are for the use of the Library of Congress.

4. Authorship.

The author of each card will place his name, address, and date of recording card on the back of each card in such a manner that it may be read without removing the card from the file. The sketch below shows the manner in which this may be accomplished.

Pertinent facts (if any) regarding unusual historical or architectural features of the structure, not recorded on the face of the card, should also be noted under the heading "Additional Notes".

○	
(Additional Notes)	
<u>Author of Card</u>	
(Author's name)	(Author's Address)
(Date of preparation of Card)	

Rear View of Inverted Card.

It will be seen that by turning the filed card down slightly it is possible to read the information on the back without removing the card from the file.

5. General.

Index cards, when completed, should be checked for accuracy by the District Officer and/or the District Advisory Committee, so that further verification at the Washington Office is unnecessary. It will be assumed that all index cards which come to the Washington Office have been carefully edited and verified.

It is suggested that cards for completed projects be filled in as the work progresses since this method will insure against loss of data. -32-

SPECIFICATIONS FOR THE MEASUREMENT AND RECORDING OF HISTORIC AMERICAN BUILDINGS

VIII. PRIORITY INDEX OF HISTORIC AMERICAN ARCHITECTURE

1. Purpose.

Chapter II of the Specifications is a general statement of the purpose and scope of priority listings. Priority index cards are to be used for listing and describing proposed Survey subjects, and constitute the approved form for preparation of the lists described in Chapter II, section 3. These cards are not a substitute for the Survey Index Cards now in use (Chapter VII), which are designed for permanent filing in the Library of Congress. As soon as a subject is completely recorded and records filed in Washington the priority card is removed from the files and the subject is thenceforth indexed only by the Survey index card in the Library.

2. Form.

Priorities, in the past, have been submitted in the form of typewritten lists. The priority index card form is henceforth to replace these general lists. Thus, each subject will be listed separately on a priority card. Cards are standard library file size when removed from the pad. They are of sufficiently light-weight stock to allow the making of one carbon copy, whether pencil or typewriter is used. They are bound in pads to facilitate use in the field.

3. Preparation.

(a) General:

Cards will usually be prepared by the District Officer or Deputy in charge; but they may be made out by any member of the district organization or advisory committee. The District Officer should always carry a book of cards with him on his inspection or organization trips. Field party leaders may also be provided with books at the District Officer's discretion. Surveys proposed at meeting of the district advisory committee should be immediately listed on priority cards.

Any prospective survey is to be listed first on a priority card. Do not wait until data is complete before listing elementary information known, such as title, location, etc.

An indelible or hard-lead pencil will be suitable for use in preparing cards, printing or writing data in legible long-hand; or cards may be removed from the pad and typed. A duplicate must be made of each card submitted.

The accompanying illustration shows priority card properly prepared.

MEASUREMENTS:	PHOTOS: <input checked="" type="checkbox"/>	DRAWINGS:	DATA:	PRIORITY:		
STATE:	COUNTY:		TOWN OR VICINITY:			
<i>New York</i>	<i>Nassau</i>		<i>Hempstead (Long I.)</i>			
PROPOSED SURVEY SUBJECT					APPROVED	
<i>Carman House (or Carman-Irish House)</i>					<i>U07</i>	<i>JW</i>
DESCRIPTION AND REFERENCES:					APPROX. DATE BUILT	
<i>Frame - 2 stories - Ext. walls wood shingle - Roof metal (new) - Wood 2-story portico, unusual imitation Southern Mansion type - Present owner (Jas. Irish, 170 E. 49th St. N.Y.C.) states portico design adapted from So. home of builder's wife See Jas. Irish: old engraving (1851) Important arch. details Little historic importance</i>					<i>1805-'15</i>	
					PRESENT CONDITION	
					<i>Fair</i>	
					CUSTODY	
					<i>inadequate rented</i>	
					WILL REQUIRE	
					<i>8</i>	
					SHEETS OF DRAWINGS	
					CARD PREPARED BY	
					<i>J. Smith</i>	

(b) Records: The boxes at the top, assigned to "Measurements", "Photos", "Drawings", "Data", will be filled in as Survey records under these headings are completed. (In this respect, the card will also serve as a general progress index of the individual survey until all records are complete, when it will be removed from the file).

(c) Priority Scale: The three boxes in the top right-hand corner are for use in designating the priority assigned to the survey subject. A "first priority" is indicated by crossing off the first two right-hand boxes of the scale, thus

	X	X
--	---	---

; a "second priority", by crossing of the first right-hand box, thus

	X	
--	---	--

; and a "third, or deferred priority", by leaving the three boxes open. As an index of individual priority within one of these three classes, the first right-hand box left open may be marked to indicate grading on a percentage basis. This latter notation is primarily for the convenience of the district organization and may be deferred until after cards are approved in the Washington office, if necessary.

Priority grading is to be based upon the following general qualifications:

First Priority:

- Structures of great national historical importance and architectural excellence in imminent danger of destruction, loss, or major alteration.

- Structures of great national historical or architectural importance in same danger.
- Historic structures in no immediate danger but possessing such outstanding architectural qualities as to demand recording before any subject in second or third priority groups.

Second Priority:

- Structures which are important enough historically and/or architecturally to be given first priority, but so disposed as to be insured fair preservation for at least one year.
- Structures of secondary architectural and/or national historical importance, in imminent danger of destruction, loss or major alteration.
- Structures of great local historical interest, important architecturally; in same danger.

Third Priority:

- Structures of architectural and/or national historical importance, well-preserved and apparently in no danger of destruction or change for several years to come.
- Structures of secondary architectural rating, of purely local historical importance, or none; whether in danger of destruction or well preserved.
- Structures of which not enough is known to assign definite priority, listed for future consideration. (Subjects in this class may be advanced to first priority in one step, if investigation reveals need).

Priority grading will disregard the physical factors of accessibility, measuring personnel available, working conditions at site, etc.; adhering arbitrarily to consideration of the subject itself in the light of its historical, architectural and conservational significance. Hence, the exigencies of a measuring campaign will sometimes force the District Officer to defer recording some first priority subjects, even after second and third priorities have been advanced over them to first rating and recorded.

When a card is returned from headquarters with approval of proposed priority listing the boxes marked by crosses are to be filled in solid with black ink, to facilitate ready reference when thumbing thru the file.

- (d) Location: Immediately below the printed titles, "State", "County", "Town or Vicinity", list the proper locations in exactly the same manner as on the Survey Index Card (Specifications p.31). In addition, a small location diagram is to be placed on the card in the large box marked "Description and References", after the manner indicated in the illustration. Any other location data of vital importance, such as removal of structure (or parts) from original location, may be placed in the general text of the same box.
- (e) Survey Title: Immediately under the heading, "Proposed Survey Subject" list in full the title by which the structure is to be identified on Survey records. Follow directions of Chapter II, section 5, Specifications. If several titles are attributed to the structure and further study is required to determine the most suitable name, list the several titles. Titles listed on priority cards will be considered as subject to change at the discretion of the District Officer.
- (f) Approval: District Officer (or deputy in charge of project) will write his initials in the left-hand box immediately below the heading "Approved", as signifying his recommendation to the Chief Architect of the proposed survey described on the card. (The adjacent right-hand box is reserved for approval notation, by initials, in the office of the Chief Architect.)
- (g) Present Condition: Under the heading "Present Condition" place a terse description of the state of preservation of the structure. Give as complete information as is possible in a small space. Such entries as "excellent", "much altered", "fire hazard", "badly weathered", "exterior only", "roof destroyed, 1930", etc., are acceptable.
- (h) Date: In the box marked "Approx. Date Built" note the year (or years) of original construction of the subject. If construction date is not known give earliest known date of existence, followed by the words: "or earlier".
- (j) Custody: State, in the box marked "Custody", the present condition of ownership or care, in a manner to indicate bearing on priority rating. Such terms as "inadequate", "good", "indifferent", "dangerous", "intelligent", "abandoned", "vacant - protected", "for sale - danger", etc., are acceptable.
- (k) Drawings Required: In the box marked, "Will Require Sheets of Drawings", place an estimate of the number of standard HABS drawing sheets to be used in recording the subject. This item will be considered as subject to change at the discretion of the District Officer.

(l) Author of Card: In the box marked "Prepared by" note the name of person who has prepared the card, regardless of sources of information.

(m) Description and References: In the large box filling the lower left portion of the card give a general notation of such pertinent factors as materials of construction, number of stories, and notable architectural or historical features which affect priority. If necessary, elaborate upon any entries placed in other boxes of the card. Name and identify any records of the proposed subject which have been made outside the Survey (see Chapter I of the Specifications: "Previous Work"). State any conditions of accessibility, environment, attitude of owner, etc., which will effect date of measurement. At the end of these descriptive remarks make a brief and concise statement of the most important reasons for the priority rating accorded the subject. In the lower portion of the box draw a small key diagram or sketch map showing the approximate location of the structure proposed for measurement.

4. USE.

(a) General:

A priority card, when properly prepared, is a means of giving notice to the Chief Architect and the National Advisory Board of the District Officer's intention to include the specified subject in the Survey, and of requesting authority to proceed with its recording in the order of priority listed. Once priority proposals are approved in Washington the cards form an index to the district program, both at National Headquarters and in the field office; and an index of progress for the use of the field office.

(b) When Submitted:

Priority cards are to be sent to the office of the Chief Architect in duplicate. District Officers must so arrange their mailing schedules as to allow a minimum of ten days between the time cards are delivered in Washington and the date proposed for beginning measurements upon the respective listed subjects. It will obviously be to the advantage of the District Officer to submit cards well in advance of his measuring schedule so that last-minute confusion will not result from rejections or revisions of priorities by the Chief Architect and the National Advisory Board. There will be no necessity to retain priority cards in the district office until all subjects in the measuring program of a project are listed. Each card should be submitted for approval as soon as possible after preparation.

(c) Approved Cards:

The original copy of each priority card will be returned promptly to the district office, initialed in approval or marked to indicate revision or rejection. The copy of each approved priority card will be filed in Washington until the job of recording is completed.

- (d) Revisions: Any necessary changes in priority ratings or listed subject titles and locations, for cards already filed, should be proposed by letter. Major revision of a priority card will require re-submittal of the original when the revised card is mailed (in duplicate).

As first priority subjects are recorded, or as individual necessities arise, second and third priorities may be advanced to a higher rating upon approval by National Headquarters, by making the necessary change in the marking of the priority scale on the card.

- (e) Priority Cards and Library Index Cards: Obviously, data on priority cards will in most cases serve as the "first draft" of material for the final index cards made for the Library of Congress. Since the priority card becomes obsolete immediately upon completion of records on its subject, it must not be assumed that the two card indexes of Survey subjects are in any way complementary as final records. Index card data not placed upon the final Library of Congress card will not be filed as formal research material.

- (f) Cancellation of Priority: Whenever a proposed subject is destroyed or otherwise definitely removed from the program its priority card is to be removed from the files, notice given the Chief Architect, a final index card prepared for the Library, and the priority card destroyed.