

Built Heritage Participant Guide

GLENCOE & DISTRICT HISTORICAL SOCIETY

BUILT HERITAGE

*Preserve Our Past.
Inspire Our Future.*

The Built Heritage Initiative documents the historic homes, farms, barns, churches, schools, and businesses that make our communities unique.



INSPIRED BY
Blake McGill

For many years, Blake McGill carefully documented the homes, farms, and families of Ekfrid Township. His work preserved a remarkable record of our local heritage.

Today, we continue that tradition—with your help.

**HELP US
RECORD.
PRESERVE.
SHARE OUR
*Heritage.***



START YOUR SUBMISSION TODAY!

Scan the QR code or visit
glencoehistoricalsociety.ca/built-heritage



Every Built Heritage project follows the same simple process. Our goal is to preserve the history of our communities while respecting the people who share it.

Step 1 – Submit Your Information

A property owner, family member, former resident, neighbour, or community member contacts the Glencoe & District Historical Society to share information about a historic property.

Submissions may be made online, by email, by telephone, by mail, or by visiting the Archives.

To ensure every contribution can be properly preserved, **every submission must include:**

- Your name
- A telephone number and/or email address
- The property address or location (if known)
- A brief description of the photographs, documents, memories, or information being submitted

Anonymous submissions cannot be accepted. We may need to contact you to clarify information, obtain permission, or arrange the return of original photographs and documents.

Step 2 – Review Your Submission

A GDHS volunteer reviews the submission and contacts you if additional information or clarification is needed.

If you have original photographs or documents, arrangements will be made to safely scan them and return them to you.

Step 3 – Obtain Permission

Before information is added to the Built Heritage Collection, participants complete a Permission & Consent Form.

This allows the Society to preserve your information and, with your approval, share photographs and stories through future publications, exhibits, educational programs, and our website.

You remain the owner of your original photographs and documents unless you choose to donate them to the Society.

Step 4 – Create the Archival Record

Each submission is assigned a unique Built Heritage identification number.

Volunteers organize the photographs, documents, stories, and historical information into a permanent archival record.

When appropriate, additional historical research may be completed to help document the property's history and place it within the story of our community.

Step 5 – Preserve for Future Generations

The completed record becomes part of the Glencoe & District Historical Society's Built Heritage Collection.

Our volunteers carefully:

- Create high-quality digital copies of photographs and documents.
- Preserve your stories, photographs, maps, and research together as a permanent archival record.
- Return original photographs and documents after they have been scanned, unless they are being donated to the Society.
- Securely preserve digital files and archival records for future generations.
- Continue updating the record as new photographs, documents, or stories become available over time.

With your permission, selected photographs and stories may also be shared through:

- The GDHS website
- Publications
- Exhibits and displays
- Educational programs
- Presentations
- Future research projects

Occasionally, an on-site visit may be arranged if additional photographs or information are needed, and always with the property owner's permission.

A Living Historical Record

Every Built Heritage record is intended to grow over time.

New photographs, family stories, historical documents, newspaper articles, maps, and memories can be added whenever they become available. As more people contribute, each property's history becomes richer and more complete.

Your contribution helps create a permanent historical record that will preserve the story of our communities for future generations.

Thank you for helping preserve our built heritage.



Glencoe & District Historical Society Built Heritage Submission Form

Property Address: _____

Community:

- ☐ Glencoe
- ☐ Wardsville
- ☐ Appin
- ☐ Newbury
- ☐ Melbourne
- ☐ Other: _____

Date Completed: _____

Volunteer: _____

Property Owner / Contact

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Preferred Contact:

- ☐ Phone
- ☐ Email
- ☐ Mail

About the Property

Current Name (if known)_____

Former Name(s)_____

Approximate Year Built_____

Property Type

☐ Farm ☐ House ☐ Barn ☐ Church ☐ School	☐ Business ☐ Hall ☐ Mill ☐ Industrial ☐ Other _____
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Is the building still standing?

☐ Yes

☐ Partially

☐ No

If removed, when?

Why is this property important?

(History, families, events, businesses, memories.)

Historical Information

Check all that apply.

☐ Original family home ☐ Century farm ☐ Historic business ☐ School ☐ Church	☐ Military connection ☐ Agricultural history ☐ Local landmark ☐ Architectural significance ☐ Other
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Photographs Available

☐ Current photographs ☐ Historic photographs ☐ Interior photographs ☐ Aerial photographs	☐ Newspaper clippings ☐ Maps ☐ Deeds ☐ Family records ☐ Other
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Number of photographs submitted: Received:

Story Keeper

Please tell us any stories connected with this property.

Additional Research Needed

☐ Land Registry	☐ Archives
☐ Census	☐ Family Interview
☐ Newspaper Research	☐ Other
☐ Cemetery Records	

Permissions

I grant permission to the Glencoe & District Historical Society to:

- ☐ Preserve this information in its archives.
- ☐ Digitize photographs and documents.
- ☐ Publish this information on the website.
- ☐ Use photographs for exhibits, publications, and educational purposes.
- ☐ Share the story through the Story Keepers Project.

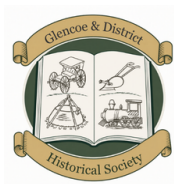
I understand ownership of my original photographs and documents remains with me unless otherwise donated.

Signature

Date:

Office Use Only

Built Heritage Record Number: _____ Digital Folder Created ☐ Yes Google Form Entered ☐ Yes Research Complete ☐ Yes	Website Published ☐ Yes Story Keeper Created ☐ Yes QR Code Assigned ☐ Yes Volunteer Initials _____
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Glencoe & District Historical Society

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