

DLNR State Historic Preservation Division

Researching Library Items in HICRIS

Procedure for searching for reports and other information

April 2021

Researching Library Items in HICRIS

The Hawai'i Cultural Resources Information System (HICRIS) integrates the State Historic Preservation Division's (SHPD) Geographic Information System (GIS) with the Intake system and Library items so that users can submit project documents, track the progress of their projects, communicate with project proponents and SHPD reviewers, and research all reports and information related to their project areas. This document is a procedure for a HICRIS user, without any special permissions, to research the library items in HICRIS.

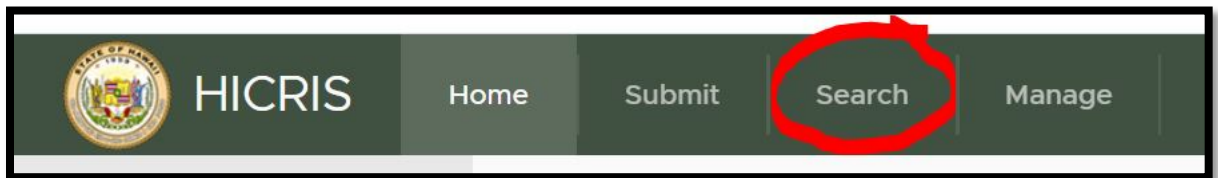
Note: not every report in the SHPD library has been scanned so you may need to make an appointment to visit the library for further research. Any reports that are on Department of Defense property are considered "restricted" and you will not be able to access them with HICRIS. To access restricted library items you will need to contact the SHPD Librarian and have written permission to access them.

To create an account for HICRIS, please visit the landing page here:

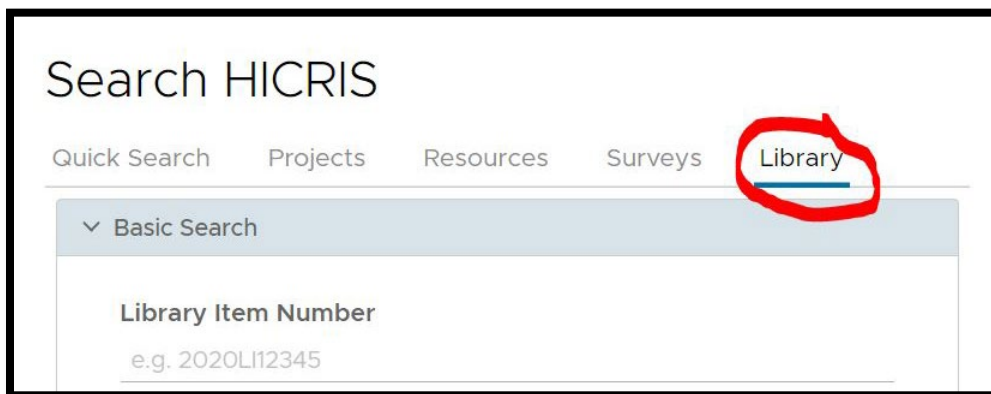
<https://shpd.hawaii.gov/hicris/landing>

There are two types of search, a search of the database using keywords, or a spatial search that will return reports based on an area you specify in the map window. We will cover a keyword search first:

1. Login to HICRIS
2. Click on Search at the top:



3. Click on Library in the Search window:



4. Now you can search for the library items using one or more of these methods:
 - a. Library Item Number: you most likely will not have this item number unless you have seen the document in HICRIS previously.
 - b. Library Item Type: choose All or General Reference to get the maximum number of results.
 - c. Library Item Title: enter in any keywords and the results will return everything that has those keywords in the title of the report.
 - d. Library Item Author: you can enter the name of an author to return everything they have published in the SHPD library.
 - e. Library Item Publisher: enter the name of the publisher to return everything they have in the SHPD library.
 - f. Library Item Document Number: you most likely will not have this item number unless you have seen the document in HICRIS previously.
 - g. Library Item Log Number: this is the same as the SHPD Intake Log #. If you have a log number you can enter it here.
 - h. Library Item Project Proponent: examples would be Cultural Surveys Hawaii, Department of Transportation, or a person's name who was part of a project.
 - i. Publication Date: you can enter a year and bring back everything done in that year.
 - j. Tax Map Key: you can do an internet search of Tax Map Keys (TMK) for the county you are researching and find the TMK for the address or property you are looking for. Enter the 9-digit TMK number here.

Search HICRIS

[Quick Search](#)[Projects](#)[Resources](#)[Surveys](#)[Library](#)

▼ Basic Search

Library Item Number

e.g. 2020LI12345

Library Item Type

All



Library Item Title

e.g. Wind, Wings and Waves

Library Item Author(s)

cordy

Library Item Publisher

e.g. UH Press

Library Item Document Number

e.g. 001

Library Item Log Number

e.g. 001

Library Item Project Proponent

e.g. Jane Doe

Publication Date

e.g. October 2019

Tax Map Key

(0) 0 - 0 - 000 : 000

> Advanced Search

[SEARCH LIBRARY](#)[RESET](#)[Apply Spatial Definition](#)

- Once you have entered the search terms then click on Search Library at the bottom.

6. The results will appear in a table underneath the Map Window.

| Go To | View | Zoom To | ID Number | Entity | Type | Name | Primary Contact |
|-------|------|---------|------------|--------------|-------------------|--|-----------------|
| | | Q | 2019L79740 | Library Item | General Reference | Data Recovery Procedures in Parcels III and IV Makena Resort Corporation Ma... | |
| | | Q | 2019L79741 | Library Item | General Reference | Data Recovery Procedures in Parcels III and IV Makena Resort Corporation Ma... | |
| | | Q | 2019L80145 | Library Item | General Reference | Ridgetops & Gulch-bottoms an Archaeological Inventory Survey of Waiolai & ... | |
| | | Q | 2019L80558 | Library Item | General Reference | Phase I Archaeological Inventory Survey and Monitoring Washington Place (50... | |
| | | Q | 2019L85662 | Library Item | General Reference | Proposed Archaeological Data Recovery Plan With Scope of Work for the Ban... | |
| | | Q | 2019L85668 | Library Item | General Reference | Final-geoarchaeology at 800 Nuuanu-archaeological inventory Survey of Site ... | |
| | | Q | 2019L85687 | Library Item | General Reference | Final Pili Grass, Wood Frame, Brick, and Concrete: Archaeology at 800 Nuuanu | |
| | | Q | 2019L85837 | Library Item | General Reference | Native Hawaiian and Euro-american Culture Change in Early Honolulu Archaeol... | |
| | | Q | 2019L86171 | Library Item | General Reference | Archaeological Monitoring Report for the Shopette Expansion and Leach Field ... | |
| | | Q | 2019L86386 | Library Item | General Reference | Revised-archaeological Monitoring Report for the Waikiki Beach Walk Project, ... | |
| | | Q | 2019L86915 | Library Item | General Reference | Pre-construction Archaeological Survey for New Recreational Lodging at Delo... | |

7. To open a file, click on the box with the arrow at the far left. This will open the properties of the library item.

LIBRARY ITEM

Data Recovery Procedures in Parcels III and IV Makena Resort Corporation Ma...2019L79740
General Reference

Library Item Details

Library Item Number
2019L79740

Title
Data Recovery Procedures in Parcels III and IV Makena Resort Corporation Makena, Mahanalo, Maui Volume I

Library Item Type
General Reference

Authors
Clark, Stephen D;Covett, Dennis;Pentecost, Jeffrey;Gleason, Gerald;Rosenman-Hazuka, Lisa;Lusk, Green;Kleger, Paul;Ludlow, Susan A

Publisher
Dennice P. Bishop Museum

Publication Date
2002-03-01

Project Proponent
Makena Resort Corporation

Doc Number
O410MK24

Log Number
2004.3184

Attachments

Attachment Name

File Name or URL

Date Created

VIEW

O410MK24

Archaeol Issues O410MK24 MO 02 07002-00940F

03/07/2002

Attachments 1

Tax Map Keys

TIME

Is Current

TIME 1

2:21:00B000

No

8. To open the file, click on the row under “Attachments” and select View at the far right.
9. This will open a window with a Download button and you can now download the file.

Review Attachment Information

Name/Title
O410MK24

Description
2004.3184

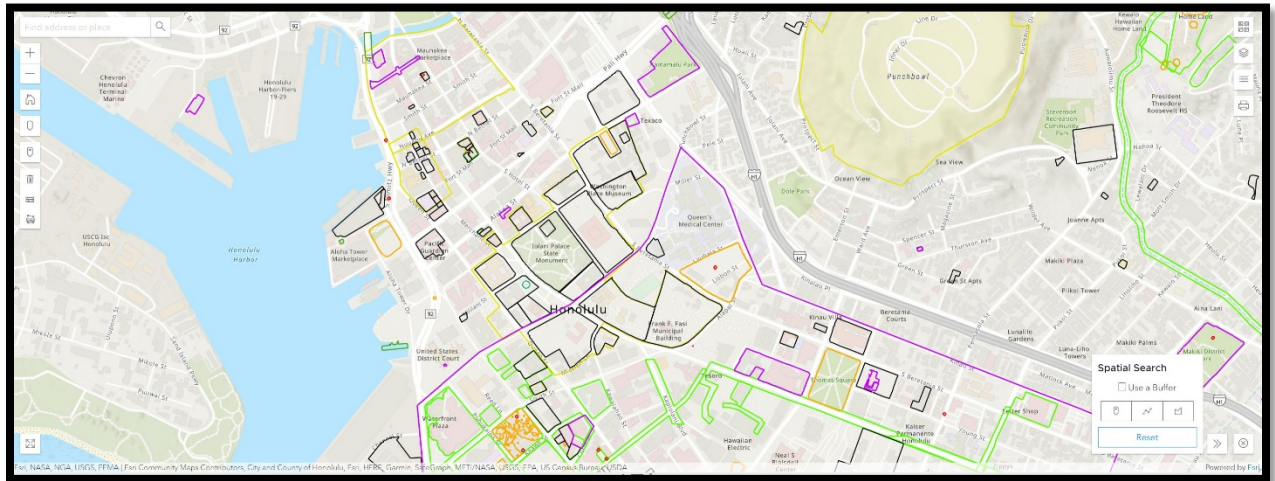
DOWNLOAD

CANCEL

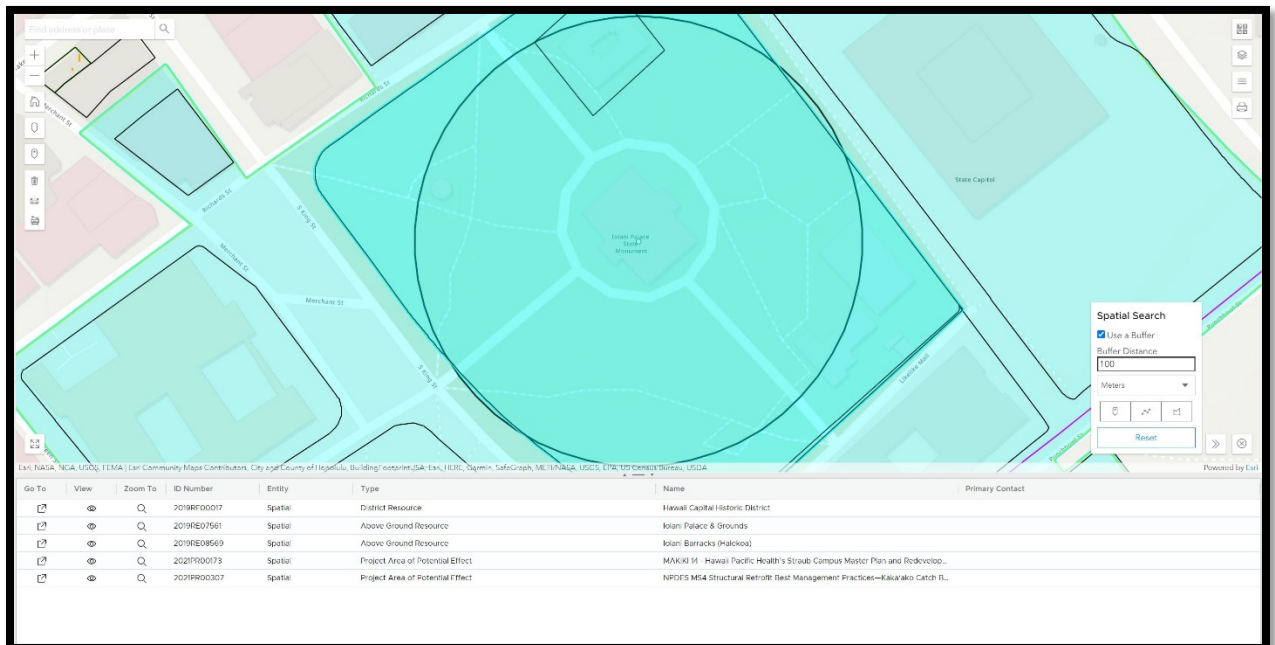
10. Once you click Download a PDF should open automatically or appear in your downloads folder.

Spatial Search

1. In the Map Window, zoom into your area of interest. You can play with the settings in the upper right-hand corner: change the background, turn certain layers on/of, view the map legend. Depending on your user privileges you may or may not be able to see certain layers.
2. In this example, I zoomed into downtown Honolulu.



3. In the Spatial Search window at the bottom right there are tools to draw your search: a point, line, or polygon. If you click on Use a Buffer you can put in the distance you would like to buffer and the units of measurement.
4. For this example I use a buffer distance of 100 meters and dropped a point on Iolani Palace:



5. You may not see everything that my searched produced because of your user privileges. But you can click on any of the items that appear and download any attachments as we did in the keyword search example.

Tips:

- Try doing multiple searches using different keywords.
- Try using the different tools in the map window search.
- The best results may come from doing a keyword search of the Library Item Title.
- If you need help you can reach out to the SHPD Librarian or GIS Specialist. Visit the SHPD website for contact information and further help documents concerning HICRIS:
<https://dlnr.hawaii.gov/shpd/> , <https://dlnr.hawaii.gov/shpd/hawai%ca%bbi-cultural-resource-information-system/>