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Photograph Policy for National Register Submission in Virginia, 2013

Please review the following photograph requirements carefully before submitting your National Register nomination. **Incorrectly formatted or incomplete photos will result in a returned nomination and may delay listing of your property.** For questions or assistance, please contact your regional office or Lena McDonald in Richmond at (804) 482-6439 or by email at Lena.McDonald@dhr.virginia.gov. This document pertains to photographs for National Register nomination submission only. Standards for photos submitted to DHR Archives may be different; please contact Archives for details at (804) 482-6102 or Quatro.Hubbard@dhr.virginia.gov.

DHR's photo requirements are based on the National Park Service's photo policy document:

http://www.nps.gov/history/nr/publications/guidance/Photo_Policy_final.pdf (copies also available from DHR staff). However, nominations submitted in Virginia must also adhere to the policies explained in this document. For questions about the NPS document, contact Alexis Abernathy at (202) 354-2236 or alexis_abernathy@nps.gov.

Please choose either the digital option or the 35mm option. **Do not combine formats.**

Digital Option (requires two sets of color photo prints plus a CD or DVD with the printed images in color)

Notes on digital cameras

- Best: Six megapixel or greater point-and-shoot digital or digital SLR camera
- Acceptable: Two megapixel or greater point-and-shoot digital or digital SLR camera
- Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution

The Basic Digital Process (see below for details):

1. **Take the photos in color**
2. **Download the photos onto your computer and convert to TIFF if necessary**
3. **Format properly and rename according to NPS standards**
4. **Save *only the photos you intend to print for the nomination* on a CD or DVD and label the disk**
5. **Print images in color and label; create the nomination photo log**

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6. **Submit two sets of photograph prints and the CD/DVD. If desired, you may submit additional digital photos not printed for the nomination but for the DHR Archives *on a separate CD.***

Please note: Color digital images are required by DHR, and photographs printed from these images must adhere to printing guidelines listed below. Photo numbers on the CD, prints, and in the nomination photo log should match: photo 1 on the CD is photo print 1 and photo 1 in the photo log.

1. Take the photos *in color*

Image file format: Set your camera for either unaltered Tag Image File format (TIFF) or RAW format images. TIFF images may be original TIFFs or original JPEGs converted to TIFF by a computer conversion process. However, do not use the JPEG setting on the camera, if a higher quality setting is available.

- Please note that, due to digital storage limitations, DHR cannot accept tiff files greater than 10 megabytes per file. The best way to manage file size and image resolution is by adjusting the settings on your digital camera to an appropriate resolution and image quality. You also may use photo editing software, such as Adobe Photoshop Elements, to resize images by resetting the resolution (see item 3, immediately below).

2. Download the photos on your computer and convert them to TIFF (if necessary)

- If converting from JPEGs, remember: JPEGs must not be altered in any way (e.g., color correction, cropping, etc.) prior to conversion. Use photo editing software, such as Adobe Photoshop Elements, to convert the files from JPEG to TIFF.

3. Format and Rename the digital images on a computer (after conversion to TIFF)

Digital Image Format: Change the resolution before changing the pixel image size. This will keep the pixel image size constant.

- First: set the photo resolution to a minimum resolution of **300 dpi**.
- Next: set the pixel dimensions to a minimum resolution of 1200 x 1600 pixels and a maximum resolution of 2000 x 3000 pixels.
- Due to digital storage limitations, DHR cannot accept tiff files greater than 10 megabytes per file. You may use photo editing software, such as Adobe Photoshop Elements, to resize images by

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resetting the resolution, however, do not edit the images in any other way (i.e., cropping, exposure, color saturation, etc.).

Renaming the digital TIFF image

All digital image files must be named with the state abbreviation, locality, property name, and image number, using the format below. The image numbers should be 4 digits: e.g. 0002, 0003, but 0010, 0011, etc. *Numbers must match the numbers on printed photos and in the nomination photo log.*

- Example for individual properties: **VA_Albemarle County_Blenheim_0001**
- Example for historic districts: **VA_Albemarle County_Woolen Mills Historic District_0012**
- Example for nominations within MPD: **VA_Virginia Beach City_Virginia State Parks Built by the CCC MPD_First Landing State Park_0005**

4. Save the images on a disk and label it

A CD or DVD containing *only* the printed images must accompany the prints.

- Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.
- Not acceptable: CD-RW or DVD-RW (if packaging says “rewriteable,” do not use).
- Please label the disk with the property name, county/city and state, and DHR file number (e.g. DHR #020-0163). Labels may be printed directly on the disk by laser printer (non-adhesive) OR hand-written using CD/DVD safe markers or other markers (e.g. Sharpies). Ammonia/solvent-based markers or adhesive stickers are not acceptable.

5. Print two sets of the images in color and label them

Note: one set of prints *must* be placed in archival photo sleeves. The second set of prints may be submitted in an envelope as these will be forwarded by DHR to the National Park Service. Prints should be a minimum of 4” x 6”.

Selecting the Paper and Inks

Choose *one* of the following paper options:

- Manufacturer recommended paper for photograph prints (examples: Epson Premium Glossy Paper, Kodak Ultra Photo Premium, HP Professional Satin Photo Paper, etc.) OR
- Commercially printed color prints (examples: Fujicolor, Kodak Endura, etc.)
- Regular copy/printer papers are *not* acceptable.

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Choose a manufacturer recommended ink for *photograph* printing

Some examples:

- Epson UltraChrome K3; Kodak No. 10 Pigmented Inks; HP Vivera Pigment Inks; Epson Claria “Hi-Definition Inks”; Epson DuraBrite Ultra Pigmented Inks; HP Vivera 95 dye-based inks

Note: NPS and DHR do not endorse any particular commercial product or process. The examples indicated have met established archival standards but do not represent a comprehensive list. Any questions concerning other possible products should be directed to National Park Service staff member Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@nps.gov.

Labeling Photographic Prints

Label location: Each print must be numbered and that number *must* correspond to the photograph number on the CD and in the photo log in the nomination. Choose *one* of the following options:

- **Front of the photograph:** Write the label information within the white margin on the front of the photograph using an archival photo labeling pen. Label information can also be generated by computer and printed directly in the white margin (do not use adhesive labels).
- **Back of the photograph:** Write the label information on the back in the bottom corner using a soft lead pencil or archival photo-labeling pen.
- **Do not print information on the actual image**

Label contents: At a minimum, print labels must include the following information: Photograph number, Name of the Property, County, and State. Acceptable examples:

- VA_Albemarle County_Blenheim_0001
- Photograph 1 of 25: VA_Albemarle County_Blenheim_0001
- Blenheim
Albemarle County, VA
1 of 25
- Blenheim
Albemarle Co., VA
Photo 1 of 25

Nomination photo log: The nomination photograph log page must contain:

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- property name, county or city and state, name of photographer, date the photos were taken and location of the original files (DHR Archives). To save space, these may be listed once on the photo log if the information is the same for each photo.
- photograph number corresponding with the print *and* the CD/DVD
- photograph view (e.g. east elevation)

6. Submit both the CD with color images and two sets of corresponding color prints to DHR with your nomination. Prints should be a minimum of 4" x 6".

35 mm Film Option (requires two sets of black-and-white photo prints, negatives, and may require a CD/DVD with the printed images in color—see below for details)

The basic 35MM film process:

1. Take the photos using black-and-white film and have them developed.
2. Print the photos in black and white (or grayscale) and label prints according to the standards discussed under the digital option.
3. If necessary (see below), format a CD/DVD containing color digital images of the printed photographs *only*.
4. Submit photos, negatives, and the CD/DVD with color images, if necessary.
5. If you have photo prints in addition to those submitted for the nomination, you may submit those as well for the DHR Archives. You may also submit, *on a separate CD/DVD*, additional digital images not printed for the nomination but to be kept in the DHR Archives.

Selecting a 35mm Camera

- Acceptable: 35MM point-and-shoot or 35MM SLR camera
- Not acceptable: Disposable Cameras

Film and Paper—when a CD may be required in addition to 35MM prints

Note: choice of film and paper will determine whether or not you also must submit a CD/DVD with the black-and-white images. When used, the disk must be generated at the time of developing the film. Simply ask the photo processor to provide you with a CD of the images being developed; then format and label it according to the digital standards if necessary.

Note: one set of prints *must* be put into archival photo sleeves.

How to use the 35mm option without the need for a CD/DVD

- Use 35MM *black/white* film
- Use photographic paper specifically designed for black/white prints (*note: this does not include Kodak Endura, Fujicolor, etc. Please check with DHR or NPS about acceptable papers*)
- Have black-and-white prints processed at a film lab using a traditional processing method (not color processing of black-and-white film as this is not archivally stable).

Use of the following will require submission of a CD/DVD

- 35MM *color* film
- 35mm *black/white* film printed on paper designed for *color* prints (e.g. Endura, Fujicolor, etc.)
- 35mm *color* film printed on paper designed for *color*

If the CD/DVD is necessary

- Follow the same disk formatting and renaming of the digital file processes as outlined under the digital photography policy guidelines (see #3 under the Digital Option, above).
- *Note:* If you use a commercial photo printer and receive a disk of image files to submit with your nomination, you will not be required to rename the files. That disk may be submitted as received from your photo processor.

Submission of Negatives

- Each roll of 35mm film receives a 5-digit negative number by the DHR Archivist in Richmond.
- Negatives must be submitted in *Print File* brand, style 35-7BXW protective transparent sleeves in strips of four to six frames. Each strip must have the resource's name, location, DHR ID number, DHR negative number, photographer's name, and photograph date written between sprocket holes at the top right corner (use a permanent ink pen designated for film or glass).
- Attach an inventory sheet to each negative holder listing frames and a brief description of each frame (e.g. west elevation, smokehouse, etc.). This list is separate from the photograph list used with your nomination.

Prohibition on Embedding Images in Electronic Files

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- Color and black-and-white images may not be embedded within the text of a nomination or at the end of the nomination form's electronic file.
- Historic photographs, views, or maps are acceptable on separate Continuation Sheets as Additional Documentation. Continuation sheets with images should be saved as files separate from the nomination form's electronic file. The historic images can be labeled as figures (e.g. Fig. 1, Fig 2) and *referenced by this label within the nomination text* (e.g. See Figure 1).
- An "Index of Figures" (similar to a photograph log) identifying these figures should also be included in the Additional Documentation section of the nomination form.

Guidelines for Photographic Coverage

- Photographs submitted to the National Register of Historic Places and National Historic Landmarks Survey should be clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the narrative description and statement of significance. Photographs should show historically significant features and any alterations that have affected the property's historic integrity.
- Submit as many photographs as needed to depict the current condition and significant features of the property. The necessary number of photographic views depends on the size and complexity of the property. A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a greater number of photos.
- Copies of historic photographs may supplement documentation and can be particularly useful in illustrating changes that have occurred over time but inclusion of historic images is not required.

Buildings, structures, and objects:

- Submit photographs showing the principal facades and the setting in which the property is located.
- Additions, alterations, intrusions, and dependencies should appear in the photographs.
- Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Historic and archaeological sites:

- Submit photographs showing the condition of the site and any above-ground or surface features and disturbances.
- If relevant to the evaluation of significance, include drawings or photographs illustrating artifacts that have been removed from the site.

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- At least one photograph must show the physical environment and topography of the site.

Architectural and Historic Districts (key all photographs to the sketch map for the district):

- Submit photographs showing major building types and styles, pivotal buildings and structures, and representative noncontributing resources.
- Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.
- Views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archaeological Districts:

- Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

Use of National Register Photographs

By allowing a photograph to be submitted as official documentation, photographers grant permission to the National Park Service to use the photograph for print and electronic publication, and for other purposes, including but not limited to, duplication, display, distribution, study, publicity, and audiovisual presentations.

(Contact info updated herein by DHR in September 2012)