

Photograph Guidance for Register Nominations in Virginia

Photographs are one of the key components of a nomination to the Virginia Landmarks Register and the National Register of Historic Places. Without photos, a nomination cannot be considered final and a property will not be listed in the Registers even if all other pieces of the nomination packet are complete. The photos that accompany a nomination are meant to provide an overview of the historic property's *current* condition and to demonstrate that the nominated property has the characteristics necessary for listing in the Registers.¹



1. The *F.D. Crockett* was listed in the National Register in 2012.

The Department of Historic Resources (DHR) requires that Register photos be submitted in both electronic format as TIFFs on CD/DVD and as color photo prints. DHR retains the photo prints in our permanent physical archives and a copy of the TIFFs in our digital archives. DHR includes the TIFFs on a CD with nomination materials sent to the National Park Service (NPS)

The guidelines provided herein cover both digital images and photo prints. In the following sections, digital images (TIFFs) and photo prints are discussed first, including guidance for making and labeling photo prints from digital images. In the second

section, guidance for what and how to photograph different types of historic resources are provided. The third section contains DHR's statement about our agency's and the NPS's right to use photos submitted with Register nominations. The last section of this document explains how to embed historical images and maps in a Register nomination form, if desired.

Please review the following photograph requirements carefully before submitting your Register nomination. **Incorrectly formatted or incomplete photos will result in a returned nomination and may delay listing of your property.**

Contact Information

For questions or assistance, please contact the Regional Office staff member you are working with to prepare your nomination. DHR has three regional offices: Eastern; Northern; and Western; for contact information, see http://dhr.virginia.gov/regional_offices/regional_offices.htm. You also may contact the Register Historian at 804-482-6439 or by email at Lena.McDonald@dhr.virginia.gov. This document pertains to photographs for Register nomination submission only. Standards for photos submitted for survey projects may be different; please contact the Architectural Survey Manager for details at (804) 482-6086 or Blake.McDonald@dhr.virginia.gov.

¹ Historic photographs may be included in a nomination packet, but only to illustrate changes (or lack of changes) to the property in question. They cannot be used as substitutes for current photographs. Scans of historic images can be inserted into a nomination form as illustrations; refer to the fourth section in this guidance about embedding images in Word documents.

DHR's photo requirements are based on the National Park Service's photo policy document: <http://www.nps.gov/nr/publications/bulletins/photopolicy/index.htm> (copies also available from DHR staff). However, nominations submitted in Virginia must also adhere to the guidance explained in this document. For questions about the NPS photo policy, contact Alexis Abernathy at (202) 354-2236 or alexis_abernathy@nps.gov or Jeff Joeckel at (202) 354-2225 or jeff_joeckel@nps.gov.

List of Terms

CD: compact disc. Digital images are typically submitted to DHR on a CD; a DVD has greater storage capacity and can be used instead.

Digital image: an image recorded by a digital camera; or an image recorded by a film camera and converted to a digital image by a photo lab.

JPG/JPEG: one of the most common file formats for digital images. The acronym stands for "Joint Photographic Experts Group," who created this file standard.

TIFF/TIF: the file format required for digital images submitted with a Register nomination. The acronym stands for Tagged Image File Format." The TIFF is preferred for long-term, stable storage of digital images.

Digital Images and Photo Prints

One set of color photo prints and one set of digital images (TIFFs) on CD or DVD are required to accompany a Register nomination.

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: disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution
- *Potentially acceptable:* Cameras included with recent-generation smart phones such as the iPhone 7, Samsung Galaxy S7, or Google Pixel. Please contact the DHR Register Historian at 804-482-6439 or Lena.McDonald@dhr.virginia.gov to discuss using a camera phone for nomination photos.



2. Dulwich Manor was listed in the National Register in 2013.

Depending on the type of digital camera you use, you may be able to set your camera to store photos as TIFFs. Many cameras, however, use the JPG format as their default setting. It is fine to take pictures with your camera on the JPG setting, as it is a relatively simple process to convert a JPG image to a TIFF on a computer. If you are not sure which format your camera uses, check the "settings" menu on the camera to

see what image file options are available. Another way is to download the digital images from your camera to a computer and see what file extension is at the end of each image's file name.

The Basic Digital Photo Process (each is explained in further detail below)

1. Take the photos in color
2. Download the photos onto your computer; convert them to TIFFs if necessary
3. Name and number each TIFF according to NPS standards (i.e., VA_GreeneCounty_JohnDoeFarm_0001)
4. Save *only the photos you intend to print for the nomination* on a CD or DVD and label the disc
5. Print images in color and label
6. Create the nomination photo log and a photo key. Photo numbers on the CD, prints, and in the nomination photo log and key should match: digital image 1 on the CD is photo print 1, photo 1 in the photo log, and photo 1 on the photo key.
7. Submit one set of photo prints and the CD/DVD.
 - a. If desired, you may submit additional digital photos not printed for the nomination but for the DHR Archives *on a separate CD*.

1. Take the photos in color

Image file format: Set your camera to record TIFF images. With some cameras, your only option may be to use the JPEG setting, in which case you should use a higher quality setting if it is available.

2. Download the photos on your computer

- Check the file extension if you are not sure which format your camera used to take the pictures.
- If necessary, use photo editing software to convert the files from JPG to TIFF.
 - If you do not know how to convert the files, leave them in their original format and contact DHR staff for assistance.
- Do not alter or edit the images (e.g., color correction, cropping, exposure, color saturation, etc.).

3. Format and Rename the digital images on a computer

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

- Set the photo resolution to a minimum resolution of **300 dpi**.
- Set the pixel dimensions to a minimum resolution of 1200 x 1600 pixels (for photos taken in landscape mode; use 1600 x 1200 for photos in portrait mode) and a maximum resolution of 2000 x 3000 pixels.
 - If you are unsure how to change resolution settings, contact DHR staff for assistance.

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 on digital image files must match the numbers on photo prints and in the nomination photo log.*

- Example for individually nominated properties: **VA_AlbemarleCounty_Blenheim_0001**
- Example for historic districts: **VA_AlbemarleCounty_WoolenMillsHistoricDistrict_0012**
- Example for nominations submitted under an MPD: **VA_VirginiaBeachCity_VirginiaStateParksBuiltbytheCCCPD_FirstLandingStatePark_0005**

4. Save the images on a disc and label the disc

A CD or DVD containing *only* the digital images must accompany the photo prints submitted with the nomination.

- Acceptable: CD-R, DVD-R, or any disc 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.



3. The Charles M. Goodman House was listed in the National Register in 2013.

5. Print photos in color and label them

The following instructions are applicable if you are printing the photos using your own computer and printer. You also can take your digital images to a commercial photo lab to get color photo prints made for you.

Selecting the Paper and Inks

Pictures printed on regular copy/printer papers are *not* acceptable.

Choose one of the following photo paper options:

- Manufacturer recommended paper for color photograph prints (examples: Epson Premium Photo Paper Glossy, Kodak Ultra Photo Premium, HP Professional Satin Photo Paper, etc.) OR
- Use 4” x 6” photo paper. Print only one image on each 4” x 6” photo paper.
 - Two 4” x 6” images arranged and labeled on 8” x 10” photo paper also will be accepted.

Choose a manufacturer-recommended ink for color photograph printing

- Some examples are 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

DHR and NPS recommend using all materials from one manufacturer. If you have an HP Photo printer, use HP paper and HP inks; likewise if you have an Epson photo printer, then use Epson photo paper and Epson ink.

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 alexis_abernathy@nps.gov.

Printing the Photos

The digital images *must* be printed in color.

- Color digital images that are printed in black-and-white often have a purple tinge and are not considered to be true black-and-white prints due to questions about their archival stability.
 - Remember, if you do not have a photo printer at home, you can take the digital images to a commercial photo lab to get prints made.

Labeling Photo Prints

Each print must be numbered and that number *must* correspond to the photograph number on the CD and in the photo log and photo key in the nomination. **Do not label prints with ballpoint pens, gel pens, felt-tip markers, or adhesive labels.** For labeling, choose *one* of the following options:

- **Front of the photograph:** Using a soft-lead pencil or china marker, write the label information within the white border on the front of the photograph
 - You also may have your computer print the label as a caption in the white border beneath the picture.
- **Back of the photograph:** Using a soft-lead pencil or china marker, write the label information on the back in the bottom left corner.
- **Do not print information on the actual image.**

Label contents: At a minimum, photo prints should be labeled with 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: In the nomination form, the photograph log page must contain:

- The nominated property's 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.
- The photo log's photo numbering must correspond with the numbered photo prints, the digital images on CD/DVD, and the photo key.
- In the photo log, include the photograph's view (e.g., primary dwelling, east elevation) and direction (e.g., camera facing east).

Example of an acceptable photo log

The following information is common to all photographs:

Name of Property: John Doe Plantation

City or Vicinity: Powhatan

County: Powhatan

State: Virginia

Photographer: Jane Doe
 Date Photographed: August 2013

Description of Photograph(s) and number, include description of view indicating direction of camera:

Photo 1 of 15: VA_PowhatanCounty_JohnDoePlantation_0001
 View: Primary dwelling, northeast elevation, camera facing southwest

6. Submitting the CD/DVD and Photo Prints with your nomination.

If you use a disc created by a commercial lab, you will not be required to rename the files. That disc may be submitted as received from your photo processor, along with the color prints.

One set of the photo prints must be submitted in transparent, *Print File* brand archival photograph sleeves (style 46-6P or 810-2P). Each sleeve holds up to six 4” x 6” photos or two 8” x 10” photo prints, arranged back-to-back. For assistance with finding archival photo sleeves, please contact DHR’s Archives for details at (804) 482-6102 or

Quatro.Hubbard@dhr.virginia.gov.



4. Located at 703 Main Street, this building was included in the 2013 Boundary Increase to the Main Street Banking Historic District in Richmond.

Guidelines for Photographic Coverage

For an individually nominated property, exterior and interior views of the primary resources must be provided, as well as exterior views of secondary resources such as sheds or outbuildings. Sites, structures, and objects historically associated with the property also should be photographed. Thus, for example, if a historic mill is being nominated, pictures of the building’s exterior and interior must be submitted. Furthermore, pictures of any associated secondary resources, such as a mill race, a millpond, and a storage shed, also are submitted. In general, 10-15 photographs are sufficient to document an individual property’s current condition. More complex properties, such as an industrial complex or a large farmstead, may require more photos. Representative views of both contributing and non-contributing resources should be provided.

For a historic district nomination, only exterior views of buildings are required, along with photos of any historically associated sites, structures, and objects, such as a historic garden, a bridge, or a fountain. The

number of photographs needed will depend on the district's characteristics. A small historic district (fewer than 50 resources) can be documented with 15-20 photos, but a larger historic district is likely to require more photos. Representative views of contributing and non-contributing resources should be provided.

Please consult with DHR staff for guidance on the number of photographs that should be submitted with your nomination. Your first point of contact should be the Regional Office staff member you are working with. DHR has three regional offices: Eastern; Northern; and Western; for contact information, see http://dhr.virginia.gov/regional_offices/regional_offices.htm.

Following is additional guidance provided by NPS for photographs that accompany National Register nominations.

- 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 nomination's 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.
- Prepare a photo key for all photographs that are included with the nomination.
- 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.
- At least one photograph must show the physical environment and topography of the site.

Architectural and Historic Districts

- 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.
- Numerous views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archaeological Districts

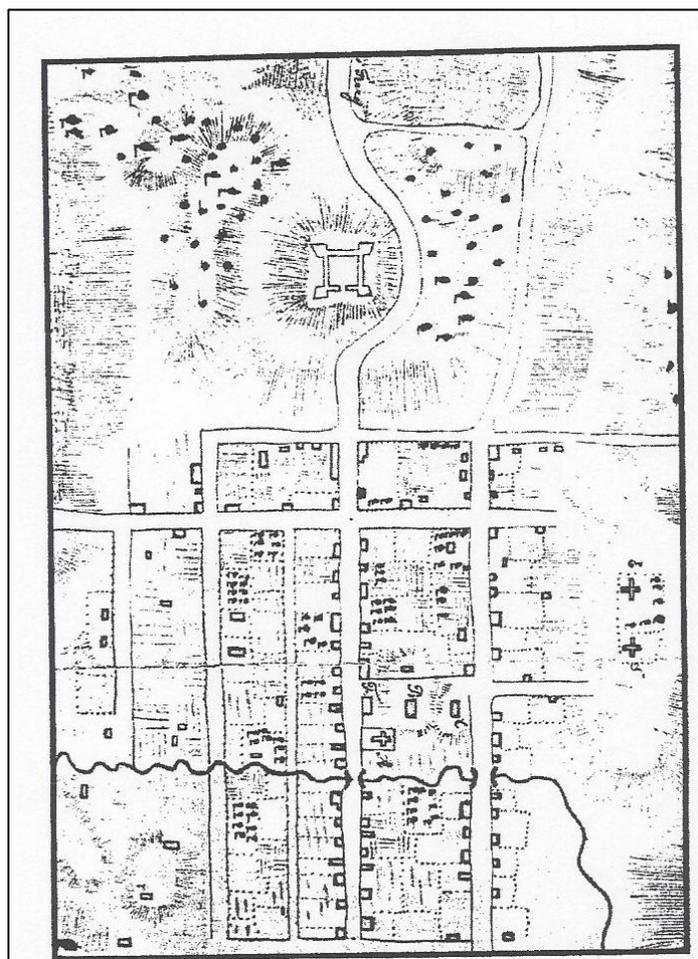
- Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

Use of Register Nomination Photographs

By allowing a photograph to be submitted as official documentation, photographers grant permission to NPS and DHR 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.

Embedding Images in Nomination Forms

Supplemental images, such as historic photos, drawings, maps, or historic and/or current aerial photos, can be used to provide additional evidence of a property’s evolution over time, its historic integrity, and/or its historic significance. Family snapshots may not be used without a compelling reason linked directly to the National Register criteria and area(s) of significance of the nominated property.



5. 1777 Map of Winchester showing the location of Fort Loudoun.

Color and black-and-white digital images, such as historic photos, drawings, maps, or aerial views may be embedded within the text of a nomination as it is being prepared in Microsoft Word format. Reduce file size and resolution of any image before embedding it, or use the photo editing tools in Word software to compress the pictures. If large image files are inserted in the nomination document, the document may become unstable and difficult to manipulate.

Alternatively, historic photographs, drawings, or maps also may be embedded on separate Continuation Sheets as Additional Documentation. Continuation sheets with images should be saved as files separate from the nomination form’s electronic file. **Do not** attempt to merge continuation sheets with the nomination form as this will corrupt the form’s formatting. 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 at the end of the nomination form (after Section 11).