

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 or JPGs and as color photo prints. DHR retains the photo prints in our permanent physical archives and a copy of the digital images in our electronic archives. DHR includes the digital images 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 (JPGs and 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 is provided. The third section contains DHR's statement about our department'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.

This guidance document assumes that you have a digital camera and a computer that you can use for preparing nomination materials. If you do not have a digital camera and/or a computer, please contact the DHR Regional staff member who is assisting you with your nomination.

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 <https://www.dhr.virginia.gov/about-dhr/regional-preservation-offices/>. You also may contact the Register Historian at 804-482-6439 or by email at Lena.McDonald@dhr.virginia.gov. The guidance herein pertains to photographs for Register nomination submission only. Standards for photos

¹ Historic images 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.

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.

DHR's photo requirements are based on the National Park Service's (NPS) photo policy document at https://www.nps.gov/subjects/nationalregister/upload/Photo_Policy_update_2013_05_15_508.pdf (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 can be submitted to DHR on a CD; a DVD has greater storage capacity and can be used instead. If you do not have a disc burner, you can use a file transfer service to submit digital images.

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 commercial photo lab.

File transfer service: A website that allows the user to send multiple digital images to one or more recipients. Examples include WeTransfer, Dropbox, and Google Drive.

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. This is the default file type for most digital cameras.

TIFF/TIF: a common file format for digital images. The acronym stands for Tagged Image File Format." The TIFF is preferred for long-term, stable storage of digital images. If you do not have the capability to save digital images as TIFFs, then save them as JPGs and DHR will convert them for you.

Digital Images and Photo Prints

One set of color photo prints and one set of digital images (TIFFS) 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, Samsung Galaxy, or other newer devices. 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.

- Photos taken with a drone should not be submitted alongside photos taken at ground level. Guidance for including drone images in a nomination is discussed below under the heading “Embedding Images in Nomination Forms” beginning on p. 9.

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 (e.g. DSN1000.jpg, DSN1000.jpeg, or DSN1000.tiff).

If your camera records pictures as JPGs and you do not know how to convert the files to TIFFs, please send the JPGs to the DHR Regional Office staff member who is assisting you with your nomination, and we will convert them for you. If you have a digital camera but do not have a computer, please contact the DHR Regional Office staff member for assistance.

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

1. Take the photos in color.
2. Download the photos onto your computer; convert them to TIFFs if you know how to.
3. Name and number each digital image according to NPS standards (i.e., VA_GreeneCounty_JohnDoeFarm_0001). This file naming format is used to match your images to the Photo Log in the nomination form and the Photo Key (refer to the Register Nomination Checklist for more information about preparing the Photo Log and Photo Key).
4. Save *only the images you intend to print for the nomination* on a CD or DVD and label the disc. If you do not have a disc burner, save the digital files for submission via a file transfer service. Another option is to take your digital images to a commercial photo lab that can create a CD for you.
5. Print images in color and label.
6. Create the nomination photo log and a photo key. Photo numbers on the digital image files, photo prints, and in the nomination Photo Log and Key should match: digital image 1 is the same as 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 digital images to DHR.
 - a. If desired, you may submit additional digital photos not printed for the nomination but for the DHR Archives, however, these should be provided separately from the images intended to accompany the nomination form.

1. Take the photos in color

Image file format: Set your camera to record either JPG or TIFF images. With some cameras, your only option may be to use the JPG setting, in which case you should use a higher quality setting if it is available. Do not set your camera to record a date/time stamp on the digital image.

Many cameras now come with different options for photo styles, including panoramic views, square images, and portrait, as well as different lighting conditions, such as low light, focus settings (such as blurring the background), and filters (such as creating a film grain or a vintage look). *None of these are*

suitable for Register nomination photos. Set your camera to take pictures that record an image exactly as the appears in real life.

Use the image setting on your camera that will produce a digital image with a landscape orientation (meaning that the image is wider than it is tall) or a portrait orientation (the image is taller than it is wide).

Do not use any of your camera's built-in editing options, such as auto-correction, softening or sharpening lines, or emphasizing shadows.

2. Download the photos from your camera

- If you have a computer, download the image files from your camera and check their file name extension if you are not sure which format your camera used to take the pictures. Most cameras automatically number digital images and you will see the file type at the end of the file name, e.g. DSN1000.jpg.
- If you have photo editing software, you may use it to convert the image files from JPG to TIFF.
 - If you do not know how to convert the files, leave them in their original format and DHR will convert them for you.
- *Do not alter or edit the images* (e.g., color correction, cropping, exposure, color saturation, etc.).
- If you do not have a computer at home, please contact DHR Regional Office staff for assistance.



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

3. Format and rename the digital images on a computer

Digital Image Formatting: If you have photo editing software and know how to adjust settings on a digital image, then you may change the image's resolution and size.

- First, set the image resolution to a minimum resolution of **300 dpi** (dpi stands for dots per inch). This setting establishes the number of dots per inch that will be placed on a print of this image. A higher dpi produces a crisper photo print.
- Set the pixel dimensions to a minimum resolution of 1200 x 1600 pixels (for photos taken in landscape mode) or use 1600 x 1200 (for photos in portrait mode) and a maximum resolution of 2000 x 3000 pixels. A higher pixel dimension produces a crisper image as viewed on a computer monitor, but DHR limits file sizes due to the costs associated with storing electronic files.
 - If you are unsure how to change resolution settings, leave the files at their original settings. DHR staff can adjust settings as needed.

Renaming the digital images

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. *Numbering of digital image files must match the numbering of photo prints and in the nomination's Photo Log and Photo Key.*

- 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_VirginiaStateParksBuiltbytheCCCMPD_FirstLandingStatePark_0005**

If you cannot rename the digital images because you lack access to a computer, please contact DHR Regional Office staff for assistance.

4. Save the images on a disc and label the disc OR submit to DHR via a file transfer service

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

- 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.
- A commercial photo lab can create a CD for you at the same time that photo prints are created (see #5 below regarding prints).
- Acceptable: CD-R, DVD-R, or any disc obtained from a commercial photo processor.

If you do not have access to a disc burner, you may submit images to DHR via a file transfer service such as Google Drive, WeTransfer, or Dropbox. For guidance on how to use a file transfer service, please contact DHR’s Archivist, Quatro Hubbard, at (804) 482-6102 or Quatro.Hubbard@dhr.virginia.gov.

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. Alternatively, you can take your digital images to a commercial photo lab to get color photo prints made for you (if needed, most commercial labs also can create a photo CD at the same time they create the photo prints). Commercial photo labs use archivally stable processes similar to those described below.

Selecting the Photo Paper and Inks

When printing photos on your personal equipment, pictures printed on regular copy/printer papers are *not* acceptable.

Use 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.).
- 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 Viverra Pigment Inks; Epson Claria “Hi-Definition Inks”; Epson DuraBrite Ultra Pigmented Inks; HP Viverra 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. You also can get a photo CD made at a commercial lab, and that disc may be submitted to DHR as received from the lab, along with the color prints.

Labeling Photo Prints

Each print must be numbered and that number *must* correspond to the photograph number on the digital image and in the nomination's Photo Log and Photo Key. **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 a photograph with a white border:** 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.
- **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 or City, 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

Nomination Photo Log: In the nomination form, the Photo Log page must include:

- 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, 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 Digital Images and Photo Prints with your nomination.

As explained at number 4 above, digital images are submitted to DHR via a disc or file transfer service. If your computer is equipped with a disc burner, you can create the photo CD yourself. You also can have a photo CD created by a commercial photo lab. If you use a disc created by a commercial lab, you are not required to rename the files. That disc may be submitted as received from your photo processor, along with the color prints.

Another way to submit digital images is via a file transfer service such as WeTransfer or Google Drive.



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

As described at number 5 above, photo prints may be printed on your own equipment or by a commercial photo lab. Submit to DHR one set of the photo prints 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.

Submit digital images and photo prints to the attention of the Regional Office staff member who is assisting you with your nomination project

7. Create a Photo Key

A Photo Key depicts the location showing where each of your exterior photographs was taken. It can be provided as a standalone map, or photo locations can be included on the Sketch Map that accompanies your nomination (refer to the Register Nomination Checklist for more information about preparing the Sketch Map). The Photo Key information must be reproducible in black-and-white.

The Photo Key must include the following information:

- The location from which each photo was taken.
- The photo number as listed in the Photo Log of the nomination form, as written on the back of the corresponding photo print, and as shown in the digital file name.
- An arrow that shows the direction the camera was facing when the picture was taken.

Photo locations are required for images that depict external views. Photo locations of interior spaces are not required to be included on the Photo Key. If you have a floor plan drawing of a nominated property, photo locations of interior spaces may be added to this drawing; however, this is not required. Interior photos are not required for historic district nominations.



Figure 5. Bellevue, in Craig County, was listed in the Registers in 2020.

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. Record the location where each exterior photo was taken on the Photo Key.

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.

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

Please contact the DHR Regional Office staff member you are working with for guidance on the number of photographs to submit along with your nomination.

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

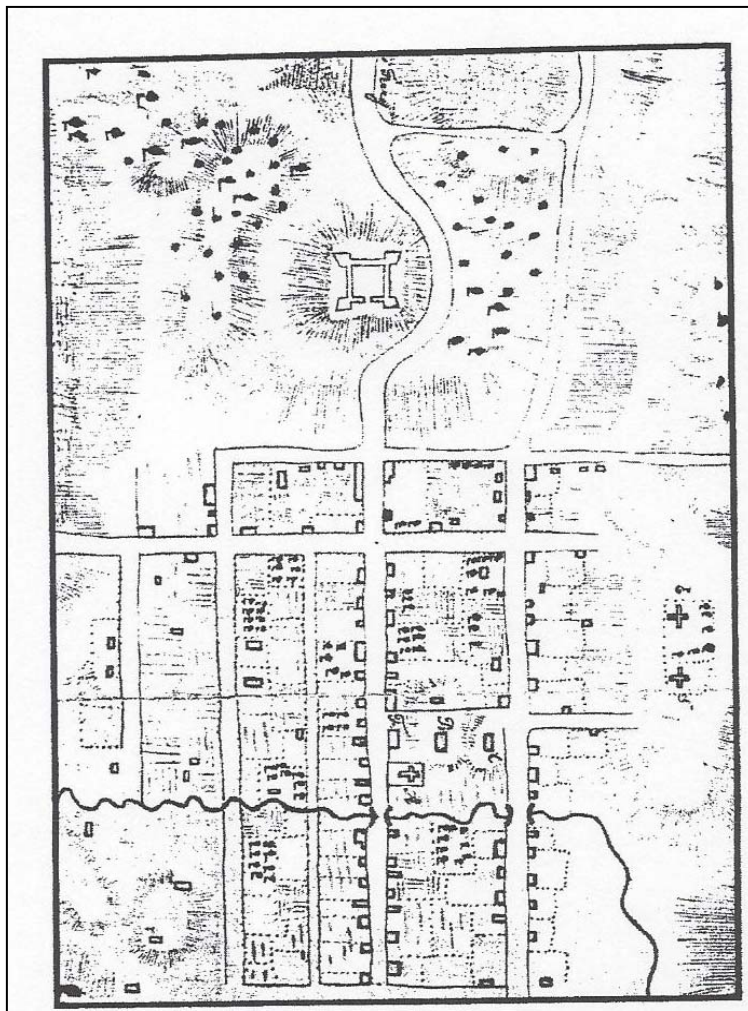
- Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

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 the Register program in 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 photos² 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.



6. 1777 Map of Winchester showing the location of Fort Loudoun.

should also be included in the Additional Documentation section at the end of the nomination form (after Section 11).

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 the form is being prepared with Microsoft Word software. 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 may be embedded on separate Continuation Sheets as Additional Documentation. If you need a blank Continuation Sheets template, ask DHR Regional Office staff for assistance. 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

² This guidance refers to aerial photos taken with satellite or airplane cameras, as well as photos taken with a drone.

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It is not necessary to include digital scans of historic images with your nomination packet, but if you choose to do so, DHR staff will add these to your property's archival record. You also may provide prints of the historic images but are not required to do so.