National Register Photo Policy Factsheet

Selecting a Digital Camera

BEST: Six megapixel or greater digital SLR camera

Acceptable: Two – five megapixel point-and-shoot digital camera

Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution

Taking the Picture

- Image file format (**Set the camera for highest image quality**).

  BEST: Tag Image File format (TIFF) or RAW format images. This allows for the best image resolution.

  Acceptable: JPEGs converted to TIFFs, *by a computer conversion process,* are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them).

  Do not use the JPEG setting on the camera, if a higher quality setting is available.

  RGB color digital **TIFFs** are preferred.

- Digital Camera Resolution (**Set the camera to the maximum or largest pixel dimension the camera allows**).

  BEST: Six megapixels or greater (2000 x 3000 pixel image) at 300 dpi

  Acceptable: Minimum two megapixels (1200 x 1600 pixel image) at 300 dpi

Renaming the digital TIFF image

All digital image files must be renamed using a standard naming format.

The TIFF file name must include:

State_county_property name (or district name)_0001
(Use zeros in image numbers to create 4 digit number, e.g. 0002, 0003, etc.)

Example for individual properties:
AL_Jefferson County_Elizabeth Brown House_0001

Example for district labels:
AL_Jefferson County_Birmingham Commercial Historic District_0125

Example for nominations within MPS:
AL_Jefferson County_NorwoodMPS_EBrownHouse_0001

Burning the Images onto an Archival Disk

A CD or DVD containing all TIFF images must accompany the photos.

Reminder: JPEGs converted to TIFFs, *by a computer conversion process,* are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them). *When image is open on your computer, right click and you will see the image properties (Dimensions, dpi, etc.).*

Best: CD-R Archival Gold or DVD-R Archival Gold disk

Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.

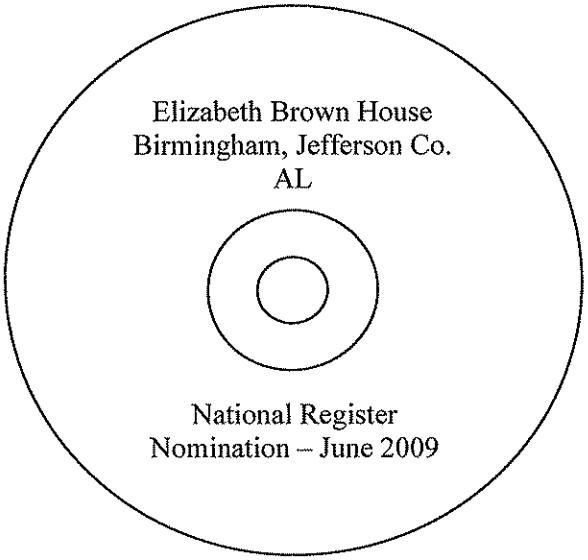
Not acceptable: CD-RW or DVD-RW (if packaging says "rewriteable" do not use).

Labeling the Disk

Best: Labels printed directly on the disk by laser printer (non-adhesive).

Acceptable: Hand-written labels using CD/DVD safe markers OR other markers (Sharpies)

Not Acceptable: Ammonia/solvent-based markers or adhesive stickers



Printing the Images

Print photos at 300 dpi (select this option in your computer's print menu).

Selecting the Paper and Inks

- Archival quality paper:

  BEST: Manufacturer recommended paper for photograph prints

  Some examples:

  - Epson Premium Glossy Paper
  - Kodak Ultra Photo Premium
  - HP Professional Satin Photo Paper
  - Matte Epson Ultra Premium Glossy Photo Paper
  - HP Premium Plus Photo Paper

  Acceptable: Commercially printed color prints are acceptable (if accompanied by a disk containing the image files produced at the time the prints were made).

  Not acceptable: Regular copy/printer papers or the disk only, without prints

- Printer Inks:

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

Identifying Photographic Prints

Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Best: 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 (no adhesive labels).

Acceptable: If information is placed on the back of the photograph, write the information using a soft lead pencil or archival photo-labeling pen.

Do not print information on the actual image – use only the photo margin or back of the photograph for labeling.

At a minimum, photographic labels must include the following information:
Photograph number, Name of the Property, County, and State.

Labeling the photographs

Acceptable Examples:

AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Photograph 1 of 25: AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Birmingham Commercial Historic District, Jefferson County, AL
1 of 25

OR

Birmingham Commercial Historic District
Jefferson Co., AL
Photo 1 of 25

NR Nomination Photograph Log Page

Examples of acceptable photo pages

Name of Property:	Belcher-Nixon Building
City or Vicinity:	Ensley (Birmingham)
County:	Jefferson County
State:	AL
Name of Photographer:	David B. Schneider
Date of Photographs:	August 2008
Location of Original Digital Files:	411 E. 6th St., Anniston, AL 36207

Photo #1 (AL_JeffersonCounty_BelcherNixonBld_0001)
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property:	Belcher-Nixon Building
City or Vicinity:	Ensley (Birmingham)
County:	Jefferson County
State:	AL
Name of Photographer:	David B. Schneider
Date of Photographs:	August 2008
Location of Original Digital Files:	411 E. 6th St., Anniston, AL 36207
Number of Photographs:	10

Photo #1
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property:	Belcher-Nixon Building
City or Vicinity:	Ensley (Birmingham)
County:	Jefferson County
State:	AL
Name of Photographer:	David B. Schneider
Date of Photographs:	August 2008
Location of Original Digital Files:	411 E. 6th St., Anniston, AL 36207

AL_JeffersonCounty_BelcherNixonBld_0001
South façade (left) and east elevation (right), camera facing northwest.

35 mm Photography

Use the following standards:

Selecting a 35mm Camera

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

Selecting the Film

Acceptable:	35MM black/white film
Or	
	35MM color film with accompanying disk containing the image files

Choosing Photographic Paper

Acceptable:	Photographic paper specifically designed for black/white prints
Or	
	35mm black/white images printed on paper designed for *color* prints with an accompanying disk containing digital copies of the images (Disk generated at the time of developing the film)
Or	
	35mm color images printed on paper designed for *color* images with an accompanying disk containing digital copies of the images

Labeling the Disk & Naming the Files

Follow the same disk labeling and renaming the digital file processes as outlined under the digital photography policy guidelines.

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.

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.

Embedding Images

Color and black-and-white images may not be embedded within the text of a nomination.

As of March 1, 2010, *any nominations with embedded images within the text will not be accepted and will be returned for correction.*

Historic photographs, views, or maps are acceptable--on separate Continuation Sheets as Additional Documentation--placed at the end of a nomination and not embedded within the text. These items 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.

Guidelines for Photographic Coverage

Photographs submitted to the National Register of Historic Places and the National Historic Landmarks Survey as official documentation 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 description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property's historic integrity.

The necessary number of photographic views depends on the size and complexity of the property. **Submit as many photographs as needed to depict the current condition and significant features 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 number of photos. Prints of historic photographs may supplement documentation and be particularly useful in illustrating changes that have occurred over time.

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 archeological 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 (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.

Archeological Districts:

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

Questions?

Please contact Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@contractor.nps.gov.