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 JPGs. DHR retains the electronic files in our permanent archives. DHR includes the digital images with nomination materials sent to the National Park Service (NPS).

In the following sections, methods for taking digital images are discussed first. 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 digital images 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 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.

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[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.

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

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.

Digital Images

One set of digital images in JPG format are required to accompany a Register nomination.

Notes on digital cameras

- Cameras included with recent-generation smart phones such as the iPhone, Samsung Galaxy, or other newer devices can be used to take photos. Please contact the DHR Register Historian at 804-482-6439 or Lena.McDonald@dhr.virginia.gov if you have questions about using a phone's camera for nomination photos.

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

- If using a digital SLR or point-and-shoot camera, it should be set to record digital images in JPG format. RAW images also can be submitted.
- Disposable or single-use film cameras and older digital cameras that record images at low resolution should not be used.
- Photos taken with a drone can 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.

Most cameras use the JPG format as their default setting. Recently, Apple introduced a new photo format for images taken with iPhone cameras. If you have photo editing software, you can convert the HEIF of HEVC files to JPGs. You also can find instructions for changing your iPhone's camera settings by searching online or going to www.support.apple.com. As a last resort, DHR has the capability to convert HEIF and HEVC files to JPGs.

If you are not sure which format your digital 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).

Regardless of the type of camera you use, if it records pictures in a format other than JPGs and you do not know how to convert the files, please send a few of the files to the DHR Regional Office staff member who is assisting you with your nomination. We will check to confirm that we can convert them to JPGs 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.
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. Create the nomination photo log and a photo key. Photo numbers on the digital image files and in the nomination Photo Log and Key should match: digital image 1 is the same as photo 1 in the Photo Log and photo 1 on the Photo Key.
5. Submit one set of digital images to DHR.
   a. If desired, you may submit additional digital photos that are not intended for inclusion in the nomination if you want them to be retained in DHR's Archives. Such images should be provided separately from those that accompany the nomination form.

1. Take the photos *in color*
Image file format: If you know how to change your camera's settings, then set it to record images as JPG files. If you do not know how to change your camera's settings, then take the pictures anyway and DHR staff will work with you to format them correctly. 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 a subject exactly as the subject appears in real life.

For some features, you may want to change your camera's orientation. For some digital cameras and phone cameras, you can use the image setting on your camera to 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). Many cameras will change the orientation automatically depending on how you are holding the camera.

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 to your computer

- 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 to a JPG format.
  - If you do not know how to convert the files, leave them in their original format and DHR will convert them for you.

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

- *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. Name and number each digital images

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 would be used should the image is printed. A higher dpi produces a crisper printed image.
- 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 and numbering 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 images' numbering 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. Create the Nomination Photo Log and Photo Key

At the end of 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 digital images and the photo key.

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

- 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

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 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.

<u>**5. Submit one set of digital images to DHR**</u>
You may submit images to DHR using any of several ways. A thumb drive can be provided to the DHR Regional office staff member assisting you with your nomination and the DHR staff member will upload the files to DHR's server.

You also can submit digital images 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.

In some cases, email may be the best method for you to submit digital images. To do so, attach the image files to an email that is sent to the DHR Regional office staff member who is working with you. Currently, DHR staff email inboxes have a file attachment limit of 25MB. This means that you may have to submit your images in batches instead of all together in just one email.

If your computer is equipped with a disc burner, you can burn the image files to a CD and include that with the rest of your nomination materials. You also may be able to have a photo CD created by a commercial photo lab; as CDs fall out of use, this may become more difficult to do. But 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 the lab.

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

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. 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.

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 supplemental 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.
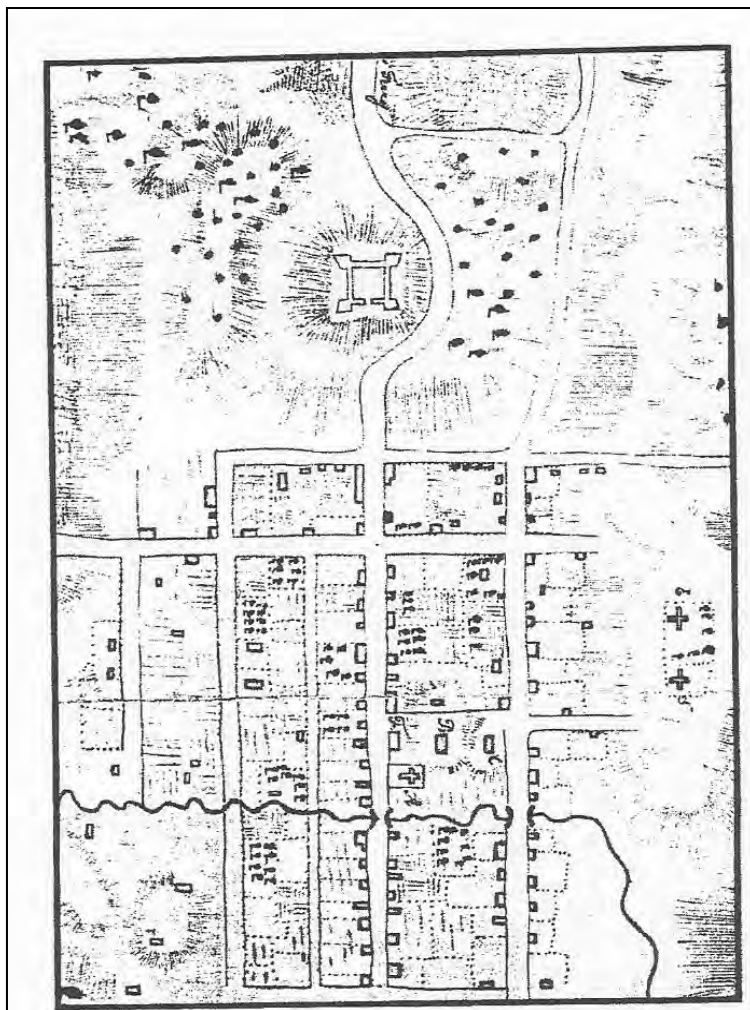
- Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.
- Numerous views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural 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 photos[2] 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.

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

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

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

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

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 printed copies of the historic images but are not required to do so.