APPENDIX C:

Photography Guidelines

The purpose of the photos is to convey to the readers of the report your recommendation for the property's eligibility or non-eligibility for the National Register.

- You've been there, you've seen it, and you've made an eligibility call.
- The photos in your report should provide sufficient documentation to support your assessment of the property, the recommendations being made, and convey your experience of the property to your readers.

Poor photographs can lead to requests for more information, which can mean delays.

- Reports that show the project area and its cultural resources fully can be read efficiently and accepted more quickly than reports that have poor photos, unclear captions, and wide gaps in the information provided.

If possible, compose your photo so that it shows two sides of a building (called a ¾ view).

- This captures both the front and side of the building.
- Sometimes a second photo is needed to document existing integrity of the building, and may include associated structures, objects, and/or landscape features. Obtaining this photo may be dependent upon property access.
- Stand close enough (or zoom in) to include details such as brick patterns, woodwork, and foundations. Again, property access may require use of a zoom lens or camera feature.

Descriptive captions for the photos are much more helpful than just giving the photo a number, so include the

- Corresponding number on the Photo Key
- Address of the property
- OHI number, if inventoried
- Resource number (if you are using a history/architecture resource table)
- Direction that the photographer is facing (for example, “facing northeast”), or
- The directional side of the building shown (for example, “south and west elevations”)
- If appropriate, you can summarize project information, as in this example: “Photo 1. Looking south at the house at the southwest corner of the intersection, 349 North Chestnut Street. No new right-of-way will be needed along this side of the house.”

Compose your pictures for maximum information.

A ¾ view of the house, showing the front and side, gives more information than just a frontal view.
Take “large enough” pictures so that readers can zoom in to see more detail.

When you identify architectural details in the report, such as brick patterns or woodwork, be sure that your photo illustrates them. Sometimes a second photo is needed.

Avoid obstructions such as trees or signs, if possible. Moving just a few feet one way or the other can often improve the information conveyed in a photo.

If traffic gets in your way, take another picture.
You’ll see more if you get out of the car. If you stay in the car, be sure to exclude the rear-view mirrors and windshield.

Streetscapes can tell a lot – the general character of the buildings, the distance from the roadway to the houses, the presence of trees. Sometimes you just want to gauge the condition of the pavement, but for cultural resource surveys, we need to see the buildings and landscape features.

For Phase I surveys, it is not required that investigators take streetscape-type photos of the rear views of structures.
For further general photography reference, see:

FEMA Protocol For Photographing Historic Resources
https://www.historicpreservation.gov/web/14501/64

BAJR: Short Guide to Digital Photography in Archaeology
http://www.wepapers.com/Papers/11333/A_Short_Guide_to_Digital_Photography_in_Archaeology

Sample Photographs:

Good view showing structural elements and abutments of a historic bridge.
Structure photograph showing spatial relationship between the stone water tower and its relationship to the road. Two other towers are in the middle and far left of the picture.

Drive in theater sign close to road; showing proximity to theater screen at far right. Additional shots of property (OHI# MOT-05413-09) would show more of property and its relationship to the road; in this case the sign is the object of concern.
Example photograph of an object (monument); details of the monument itself are not as important as showing the setting.

View of a different kind of monument, with the setting posing a much different challenge for the photographer than with the previous photograph due to the height of the monument and its location in the middle of an intersection.
Photographs of farmsteads should show all buildings; it is important to have at least one photograph of a property showing its relationship to the road.
Example photographs of streetscapes (the concept of a "streetscape" also applies to rural settings; the intent is to show broad land use patterns).
Example: Cultural Resource Photograph Log
(For PIP and Section 106 SRF tasks; keyed to available mapping.)

ALL-117/501-10.76/4.34 (PID 84603)

Photo 1: Remodeled church (OHI# ALL-702-7) - northwest quadrant SR117/501 intersection.

Photo 2: Remodeled early 20th century residence - southwest quadrant SR117/501 intersection.
Photo 3: Remodeled farmhouse found at the extreme eastern end of SR117/501 Study Area.

Photo 5: Modern housing - northeast quadrant of the SR117/501 intersection.

Photo 6: Landscaping and pond embankment in the southeastern quadrant (background) and parking lot development in the northwestern quadrant (foreground) at the SR117/501 intersection.
Below are digital imagery standards that have been developed by OHPO for digital imagery within the IForm application. For purposes of this manual, these are general guidelines for presentation of digital images on ODOT projects.

**OHPO IForm Digital Imagery Standards**

The Ohio Historic Preservation Office has compiled a set of standards for submission of digital imagery within the IForm application. Following these standards will result in an acceptable level of image quality. Submissions that do not meet these standards will be returned. Keep in mind that submission of digital imagery to OHPO does not replace any client and/or agency imposed photographic requirements.

**Create digital master images**

It is recommended that the image be captured initially at the highest resolution available and archived at 600 to 800 dots per square inch (dpi) as a digital master in Tagged Image File (TIFF) or Bitmap (BMP) formats. Digital master image files can be very large, so create appropriate backup files on a CD or other removable storage and store media in an appropriate environment. Additional copies of the image can then be derived from the archived digital master in a variety of sizes and formats for different purposes; however, images submitted in the IForm application must be at the recommended size (see Table 1) and in bitmap format.

**Image compression:** Do not compress a digital master, unless a lossless compression is used. Programs that compress images do it in two different ways -- by preserving the image perfectly, so that it can be uncompressed and restored to exactly the same appearance, or imperfectly, by removing parts of the image to achieve greater compression. Perfect image compression is called "lossless" compression. Imperfect compression is known as "lossy compression." In lossy compression, parts of the image (especially areas where there is a lot of detail) are removed or simplified. The most common form of lossy compression is JPG.

**Use original source material for scans**

The quality of the original source material is the limiting factor in determining the success of any attempts to enhance a digital image. Just as finer-grained films yield better photographs, digital scans of photographs obtained with a fine-grained film yield better digital images. You cannot take an out-of-focus, grainy photograph and transform it into an acceptable digital image. Nor should you expect to obtain satisfactory enhancements from scans of secondary images. Consider scanning images at higher level resolutions to assure maximum use in the future. We recommend 600 to 800 pixels per inch.

Start with original photographs or digital master images stored on disk or CD. Then create a copy of the digital image derived from the digital master image. Keep in mind that higher resolution images will be more successfully enhanced and will produce sharper images than will lower resolution images.

**Use high quality photo printers for better output of your Inventory Form**

Your final output can vary considerably, so choose a printer capable of printing digital images.
Create appropriate image size from digital master copies

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<th>Image</th>
<th>Pixel Dimensions (H) X (W)</th>
<th>Dimensions in Inches (H) x (W)</th>
<th>PPI</th>
<th>Approximate Image Size (KB)*</th>
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<tr>
<td>OHI Farmstead</td>
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<td>62</td>
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<td>OHI Photo2</td>
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<td>150</td>
<td>1,200</td>
</tr>
</tbody>
</table>

*8/256 color depth

Table 1. Recommended attributes for digital imagery submitted into iForm.

Convert to grayscale

Grayscale images are required for electronic inventory submission, as they require less storage space than color images.

Conduct quality control throughout all phases of the digital conversion process.

Inspection of final digital image files should be incorporated into your project workflow. Quality is evaluated both subjectively by project staff through visual inspection and objectively by double checking image size, clarity, and color in the imaging software.

Things to look for during visual inspection may include:

- Image not the correct size or resolution (see Table 1 above)
- File format incorrect (OHPO requires bitmap images for electronic submissions)
- Image in incorrect mode (i.e., color images should be changed to grayscale for electronic submission)
- Loss of detail in highlight or shadows
- Excessive noise (small, randomly scattered, defects) especially in dark areas or shadows
- Overall too light or too dark
- Lack of sharpness/Excessive sharpening
- Pixilated (resolution too low)
- Presence of digital artifacts (such as very regular, straight lines across picture)
- Moiré patterns (wavy lines or swirls, found in areas where there are repeated patterns, such as vinyl siding)
- Image not cropped appropriately
- Image backwards or not rotated

Enhance digital images using imaging software

Once your image has been formatted to the correct size, try the following enhancement suggestions using your imaging software. For best results, follow in the order provided.

1. Try to make general image adjustments to color depth, balance, and contrast.
2. If using a scanned image, correct any defects caused by the scanner, such as JPG artifact removal.
3. Correct defects on the actual image, such as small scratches, red-eye removal, noise and blur.
4. Adjust for clarity using enhancement features, such as clarify, sharpen and edge.