

## **GUIDELINES FOR DIGITAL PHOTOGRAPHIC RECORDING**

The following guidelines are intended as a checklist for making an accurate photographic record of sites, buildings, objects, gardens or structures of heritage significance prior to major alterations or demolition.

### **Aim**

The aim of the photographic record is to provide a sufficient number of photographs to fully illustrate the subject for which the digital photographic archival record is required. The purpose of the record is to provide documentation that will benefit future generations of the places it is not possible to pass on to them.

### **Method**

The photographer should be informed by any available plans and documentary evidence and should have an understanding of the history and operations of the place.

The project should be planned before commencement and the photographer aware of the appropriate sequence.

The preferred shooting method is to proceed from the overall or general through to the detailed or specific. The digital photographic record should consist of:

- General views of the place to provide its context and overall coverage of all sides - oblique shots are useful for general reference.
- Elevation of all sides.
- Any features particular to the place internally and externally should be fully recorded.

When photographing landscape elements:

- An overall photograph is required, plus
- Any unusual or distinguishing features should be fully recorded.

### **Key Plans**

The digital photographic record shall include a plan or plans indicating the direction in which the photographs were taken. The positions, with a direction arrow, should be numbered and cross-referenced to the photographs.

Please include the following information:

- north point on plans and site plans
- date of record production
- description of place (eg. building name , species of tree etc)

### **Camera format**

The digital camera being used should have the following minimum specifications:

- CCD Sensor
- Area Array

- Minimum 3 megapixel
- Able to capture images in uncompressed TIFF format

### **Image Files**

Image files should be captured as **uncompressed TIFF** format. Refer to the camera's user guide for instructions on how to set your camera to this setting.

**Master archive images** should be stored in TIFF format as downloaded from the camera. This will generally be around 10 megabytes (Mb) per image depending on the camera.

### **CD-R**

The CD-Rs to which all images will be burned need to be:

- CD-R (CD-Recordable) – write once only
- High quality or archive quality CD-Rs
- A reliable brand such as Kodak, Imation, or Verbatim
- In an individual plastic "jewel case"

### **Do not use:**

- CD-RW (CD-Rewritable) discs
- CD-Rs supplied on a spindle
- Cheap or "no-name" CD-Rs

### **Image Filenames**

Image files should be named following the ISO9660 standard. The standard follows the "8.3" format which is up to an 8 character filename followed by a dot/fullstop and a 3 character extension, eg: 600123a.tif.

### **Minimum Requirements**

To be submitted to the Manager, Environmental Planning, Southern Region, for approval:

- A very brief report or introduction explaining the purpose of the report, a brief description of the subject and detailing the sequence in which the photographs were taken
- Key Plans
- Index sheet
- CD containing digital images
- Prints of all photographs taken

