PHOTOGRAPHY INFORMATION

GENERAL Photographers should always work in liaison with the Group Leader and Compiler in the production of a Church Record.

Photographs should be taken digitally and in colour, with the possible exception of silverware. The photographs are to be a faithful and accurate picture of the subject.

Before you start, familiarize yourself with the relevant material in the *Photography* section of the Website, and if you find anything complicated or confusing please ask for help. The following person is willing to answer email queries:

David Medcalf – themedcalfs@hotmail.com

The Church Recording Photography Guidance in the *Photography* section of the Website explains the basics of Church Recording photography and the techniques.

Copyright. Photographers must be Church Recorder Members of the Church Recording Society. The Church Recording Membership application form is in the Website. It assigns copyright in all photographs used in the final copy of the Church Record to Church Recording Society. In case of difficulty, contact David Medcalf as above.

Security and Safety (see also **Health & Safety** and **Insurance** in the Introduction).

The Photographer must:

- be advised by the Group Leader about the health and safety policy and instructions applying for the Church and obey them.
- check with the Churchwarden that you have permission to use the Church's power supply, and that the power points will not overheat if you connect your lights to them.
- be careful about using cables. Even if you manage not to trip over them yourself, a Recorder or visitor to the Church could do so and be hurt.
- warn everyone about cables and hot lamps.
- not work at height, use a ladder or staircase or enter parts of the Church above ground level unless there is a helper with you.
- Not to take moveable objects away from the Church to photograph them, unless the Church's permission has been given.

Photographer's responsibilities

a) To produce a set of photographs to supplement the written descriptions of objects in the Record. In some cases, to be a better record than a lengthy text description.
b) To provide archival images (TIFF files).
c) To provide sets of the photographs in JPEG format and to assist with the production of PDF digital copies of the Record to fulfil the requirements of national and local archives.
d) To liaise with your Group Leader and Compiler in creating on a computer photo pages of the photographs for the Record with headings, margins and numbering conforming to the text of the Record. Alternatively, to assist in the embedding of the photographs in the text. Digitally inserted photographs are now the standard.
e) To provide working photographs for Recorders, when required, to assist them in describing the object.

Objects to be photographed and their priority

Please consult with the Group Leader (GL) as to what should be photographed and in what order. Priority is usually given to windows and other objects which can better be described using photographs. It is helpful to provide working photos for Recorders at an early stage and for this purpose ink-jet printers can be used.

Photographs

The final photographs required for the Record, the size that they are to be and whether or not they are embedded in the text, will be decided by the GL in consultation with the Recorders and Photographer.

The whole of a printed copy of the Record should be made by colour laser printing. Inkjet printing is **not** sufficiently permanent.

USING A DIGITAL CAMERA OR A SCANNER

Image size: The camera should capture a minimum of 5 million pixels (megapixels). If used, a scanner should capture a high resolution picture (a minimum of 300 pixels per inch and preferably 600ppi).

Size and format of photographs: There are no hard rules about the size and shape of photographs in the Record. A typical size is around 6 x 4 or 5 x 3.75 inches, though sometimes larger sizes are used (for example for interiors and East Windows), or smaller sizes for narrow objects, marks or details. They should be a clear, true, archival picture of the subject, with details such as heraldry and inscriptions clearly legible.

Image formats:

- The original images may be taken in JPEG, TIFF or RAW format. If using JPEG format, the setting must be 5 megapixels or more, maximum quality with minimum compression.
- If images are created in JPEG format they must be converted into TIFF format before any adjustments are made, so as to avoid any loss of data if and when adjustments are made.

Temporary storage of images: During the preparation of the Record, images will normally be held on the hard disc of a PC or MAC, and backup copies must be made regularly. During this time inkjet copies may be made for the use of Recorders, but note that inkjet prints must **not** be used in the final Record.

Adjustments: must be as few as possible to limit loss of data and integrity of the image.

Adjustments, other than cropping and rotation should be strictly limited to what is necessary to make the photograph acceptable for the purposes of the Record (e.g. correction of colour cast, to make detail in shadow areas visible, or to make texts to memorials readable), and only then if this can be done without damaging the image's authenticity. The resulting picture should be an honest representation of the object photographed.

End Product

The images either on photo pages, for inclusion with text within the Record, or for embedding in the text to enable the following to be delivered:

a) For **Church Recording Society's archive** a memory stick containing (i) the complete Record in PDF/A* format, (ii) all the photographs in JPEG format in Section folders and (iii) all the photograph files in TIFF 10-30Mb format. In each case the photograph files must be named with the number in the text of the object represented. With this memory stick should be a printed list of its contents.

b) A single archival gold CD of the complete record in PDF/A* format (text with photographs) for the **V & A Library**.

c) For Anglican Churches in England a memory stick for the **ChurchCare Library** containing the complete Record in PDF/A* format (exactly the same as on the V&A CD).

d) For churches of all denominations and local Record Offices, digital and printed copies of the Record as listed in the PRODUCTION and DELIVERY chapter of this Handbook.

* PDF is acceptable if PDF/A is not available.

Retaining information

- Photographers must retain the digital files of the archival TIFF 10-30Mb images securely for at least five years and make them available to Church Recording Society if asked.
- If photographers wish to use any of these images for publication, consult the Group Leader as described in **Chapter 3** of the Photography Guidelines on the website.