

PHOTOGRAPHIC RECORDING OF HERITAGE ITEMS

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OBJECTIVES

To ensure a photographic recording is an archival record of a heritage place or object so it is documented for future generations.

APPLICABILITY

Councillors, Council staff, contractors, and the general public.

GENERAL

A photographic recording can be made using film-based technology, or digital technology.

A photographic recording of an item may be required when the item is on the State Heritage Register or before full or partial demolition. It may also be required as part of an archaeological investigation, be a heritage item on the local environmental plan as part of the approval process or a heritage project.

Method

The photographer should be aware of all plans and documentary evidence available on the place and should have an understanding of its history and operations. This is especially important with industrial sites. Without this knowledge, significant items may be treated inappropriately. If necessary, the photographer may be accompanied to the site (if applicable), by a person familiar with the site's heritage significance and the processes related to it.

Photographer's Requirements

See www.heritage.nsw.gov.au Photographic Recording of Heritage Items using film or digital capture – heritage information series

Technique

Each site, place or moveable item or collection should be recorded in its context. This means that the surrounding landscape with the site and structures in it should be photographed from several distinct points. Buildings, rivers, landforms and other items should be included and their relationship with the subject defined. Photograph the site, room, or space where moveable items are located and show how the items relate to each other and their setting. This may require 8-10 images.

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Items and Relics

Individual relics and moveable items, such as the machinery on an industrial site, should be photographed. The items should be completely photographed before moving onto the next object. Tools or items associated with an object, when it is operating should be photographed in an assemblage. Items in a collection such as objects which belong to a group because they perform the same function or produce the same finished product are usually photographed concurrently.

A system is an operational group of related relics or structures that cannot function effectively if any of them is removed. Where a system is being recorded, the sequence in which the items are photographed, will be determined by the operation of the system.

Relationship of Building on site to each other

The special relationship of each structure to another, and to surrounding buildings or structures should be shown. On a complex site, five or six positions may be required before each building is defined in its relationship with those surrounding it.

Individual Buildings or Structures

External images should be taken of each façade. The detail of each façade should be approached in a logical manner usually working from the upper left hand corner to the bottom right. Details such as eaves, rainwater heads, down pipes, window reveals and sills, doorways and steps and balustrades, will require individual attention.

Internal Spaces

Internal spaces of individual buildings are usually more complex. Images should be taken in sequence to show all internal elevations, including floors and ceilings. Special attention should be placed on structural elements, fittings, and moveable items. Do not forget the roof, basements, shafts, and underfloor spaces.

Cataloguing of Images

Each individual frame must be catalogued. By adopting a set sequence the catalogue recording is much simpler. It is normal practice to have a catalogue sheet and enter as much information as possible in the field. Once all the information has been entered onto the sheet, it should then be typed up. When cataloguing information for each exposed frame, it is essential to record data in a consistent manner. It is important that the method of entering remains the same throughout a project.

See appendix 'A' for a sample catalogue sheet.

When the project is complete the minimum requirement should be two sets of catalogue sheets. One set of which should be kept off site in a secure place (possibly the Orange City Library), it may be kept with the image of the item.

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Requirements

For Black and White Film, Colour Transparencies or Slides, Colour prints - see www.heritage.nsw.gov.au Photographic Recording of Heritage Items using film or digital capture – heritage information series.

For Digital images, one hard (paper) copy print on archival photographic paper, one hard (paper copy) of thumbnails on archival photographic paper with archival ink, to ensure optimum longevity; and two high quality electronic image files, cross referenced to the catalogue sheet, DVD media can be used.

One set of electronic images and a hard copy file should be kept off site in a secure place (possibly the Orange City Library), with the catalogue record.

It is recommended that a good quality disc be selected with long lasting qualities.

Storage of Photographic Materials

For proof sheets, slides and prints see - www.heritage.nsw.gov.au Photographic Recording of Heritage Items using film or digital capture - heritage information series.

For prints and thumbnails, these can be stored in polypropylene sleeves in a suitable archival binder.

Responsible Area – Community, Recreation and Cultural Services

REVISION					
	DATE	RESOLUTION		DATE	RESOLUTION
1	November 2009	09/453	6		
2	August 2014	14/955	7		
3			8		
4			9		
5					

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SUMMARY OF AMENDMENTS

Amendment Date	Section/Reference and Amendment
August 2014	New format

