



National Register of Historic Places Photo Submission Guide Ohio
State Historic Preservation Office, Ohio History Connection

A Guide to Capturing, Labeling, and Submitting Photographs per the National Park Service Guidelines and Requirements

General National Register of Historic Places Photo Requirements:

A National Register of Historic Places Nomination requires the inclusion of photographs that reflect the resource(s). In general, it is recommended that individual property submissions include, at most, 15-25 photographs whereas district nominations include at most 25-35 photographs, depending on the size and complexity of the nomination. Photographs should be submitted on a USB Drive or through an online sharing service such as OneDrive, Dropbox, Google Drive, etc. to the Ohio State Historic Preservation Office with the first draft nomination submission and other materials.

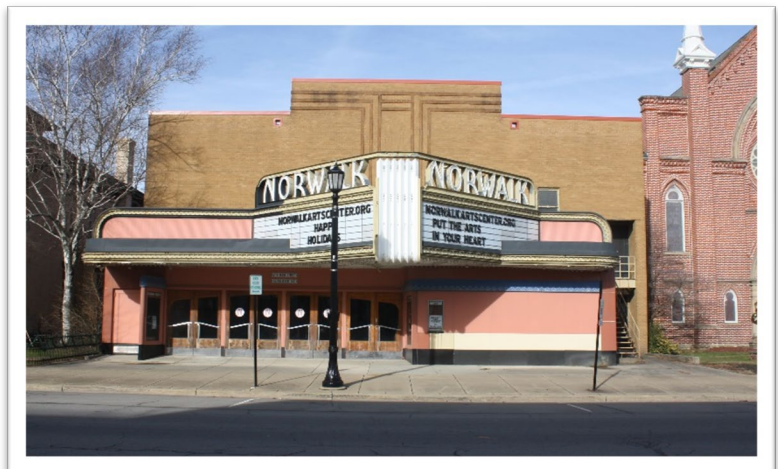
The Ohio State Historic Preservation Office requires **one set of digital, color photographs** in either **TIF or JPEG** format. Pixel Dimensions are preferred to be at least **2000 x 3000 pixels** but accepted at a minimum of **1200 x 1600 pixels** at a **minimum of 300 dpi**. **Most Digital Cameras and Modern Cell Phones will meet these requirements. Ensure that the setting is set to raw format, if available.*

Required Photo Views:

Photo views vary depending on the type of resource(s) being nominated. The following guidance explains how to properly document different types of properties through current photographs.

➤ **Individual Buildings:**

The goal when photographing individual buildings is to properly show a representation of the **exterior and interior features** of the building, identifying **all elevations, significant changes** (additions, alterations, etc.), **accessory buildings**, and **character defining features**.





Individual Buildings – Exterior Photographs

When photographing the exterior of an individual building, stand at the corner of the property to include multiple elevations of the building. Stand far enough away when taking the picture to include as much of the building as possible. If possible, try not to cut off any part of the building in the photograph. Photographs of each elevation are acceptable as well but may not be necessary depending on the other photographs taken.



Helpful Hint: Include exterior photo views that display the building within the context of its surrounding environment.



Individual Buildings – Interior Photographs

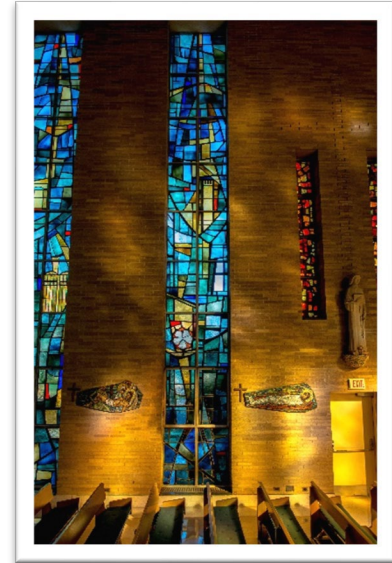
When photographing the interior rooms of buildings, stand in the corner or against the wall of the rooms and include as much of the space as possible. Include a good representation of the main interior spaces. Interior photo views should represent the historic integrity of the building, providing the viewer with visual representation of remaining key features that were present during the building's period of significance.





Individual Buildings – Significant Changes, Accessory Buildings, and Character Defining Features
Continued:

Other photograph views for individual building nominations should include representative photographs that show any major additions or changes to the building that can't be clearly seen from the other exterior and interior photographs. Additionally, include photographs that show any ancillary buildings or structures – both contributing and non-contributing – included in the resource count. There should be a photo view of every resource in the resource count and mentioned in the architectural description.



Helpful Hint: To minimize the number of photos, try to include ancillary buildings and structures in the exterior photo views of the elevations of the nominated building.

Individual building nominations should also include photo views of key defining or significant features that are highlighted in the architectural description and narrative. This may vary depending on the building's significance.



For example, if the resource is nominated for its architecture or design, include photos of the specific architectural features that help make it significant as such – board form concrete walls, atriums, stained glass windows, etc. If the building is significant for its role in education, include photographs of spaces that reflect its use as a school – classrooms, gymnasiums, auditoriums, etc.

➤ **Structures and Objects:**

When documenting photographs of structures and objects include views from multiple directions of the resource. Include images of the resources within the context of the surrounding environment.



Helpful Hint: When nominating a structure for engineering and design, include photo views of key construction or design features.



➤ **Sites:**

Site nominations should include photo views of the physical environment of the land, details of significant land features, surface evidence of archaeological features or site disturbance, and close-up views of artifacts recovered from the site (if applicable).

Helpful Hint: If a survey has been completed previously with artifacts that were found at a site – tables, photographs, and references can be placed on continuation sheets as figures or listed in the bibliography.



➤ **Historic Districts:**

When photographing historic districts, the total number of photographs should be on average 25-35 photos. The goal is to give an **overview of the historic district**, without overloading the photo collection with repetitive photographs. The following instructions will outline the photo views that should be included when nominating historic districts.



*Historic Districts – Streetscapes,
Relationships Between Buildings, and Building Types*

Photographing Historic Districts versus other types of nominations requires a different set of photo views due to the variety in the number, relationship, and types of resources and their relationship together. While individual resource nominations require multiple views of a single resource, for historic districts this is not necessary. Interior photographs are not needed for historic districts.



Include images of streetscapes that show multiple buildings. Instead of including photographs of every building, include representative photographs of different types or architectural styles of buildings.

Helpful Hint: Stand across the street at the corner of street blocks to include large street views. Find rows of similar buildings to include. Example – the photo to the right reflects a row of Italianate Buildings in a Downtown Shopping District.



Historic Districts – Other Photo Views to Include and When to Include Individual Views of Buildings

Other photo views that should be included when submitting nominations for Historic Districts include important topographical and spatial features, representatives of outbuildings, and representatives of non-contributing buildings.

Helpful Hint: Some Historic Districts, especially rural, industrial, farmstead, etc. hold significance in the space in between buildings as well as physical structures. Include photographs of these spaces and how they relate to the surrounding, built environment.



Individual photographs of buildings or other resources may be included if they are significant to the district. Additionally, if the district is small enough that there are minimal resources (less than 20-25), it may be appropriate to include individual views of each of the buildings. However, there should still be photographs that are representative of the relationship between buildings.



Helpful Hint: When photographing a historic district, bring a map and start in one corner of the district. Methodically plan out the route that will be followed and locations that the photos will be taken. Note the location and direction of each photo taken and mark it on the map as they are captured. The photographs should be captured in an orderly fashion. Examples of this may be following street layouts, going block by block, dividing up the district in sections, etc.



Describing and Labeling Photographs

Describing Photographs:

The Additional Documentation section at the bottom of the nomination form is reserved for information about the photographer, the date the photographs were captured, and the description of the photographs. Each photograph should be numbered and described in this section.

The description of the photographs should include the description of what the photograph is depicting and the direction that the camera is facing. See example below.

<p>Photographs Photo Log</p> <p>Name of Property: <u>Zenas King Bowstring Bridge</u> City or Vicinity: <u>Sidney</u> County: <u>Shelby</u> State: <u>Ohio</u> Photographer: <u>David A. Simmons</u> Date Photographed: <u>August 27, 2020</u></p> <p>Description of Photograph(s) and number, include description of view indicating direction of camera:</p> <p>1 of 20. Description: Overall view of bridge and setting from embankment. Facing northeast.</p> <p>2 of 20. Description: Overall view of bridge from southwest, camera facing north.</p> <p>3 of 20. Description: Detail view of western compression tube from southwest.</p> <p>4 of 20. Description: View of first cruciform vertical of western bowstring from southwest.</p>

Labeling Photographs:

When labeling the photographs in the file, the National Park Service guidelines for labeling photographs should be used as they are laid out in the National Register Bulletin How to Complete the National Register Registration Form (16a). See below:

OH_CountyName_NameofNomination_PhotoNumber

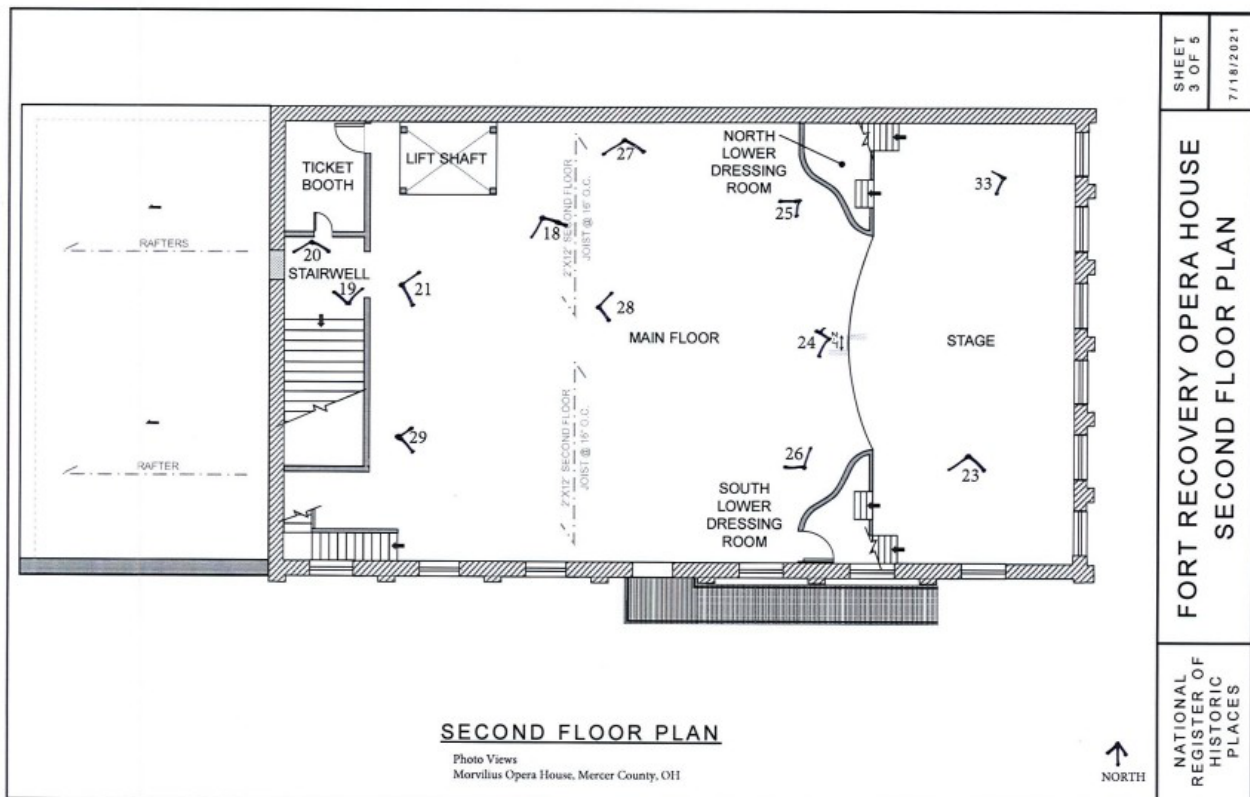
Ex: OH_HamiltonCounty_MaterDeiChapel_023



Photo Key Map:

National Register of Historic Places Nominations should also include a Photo Key Map.

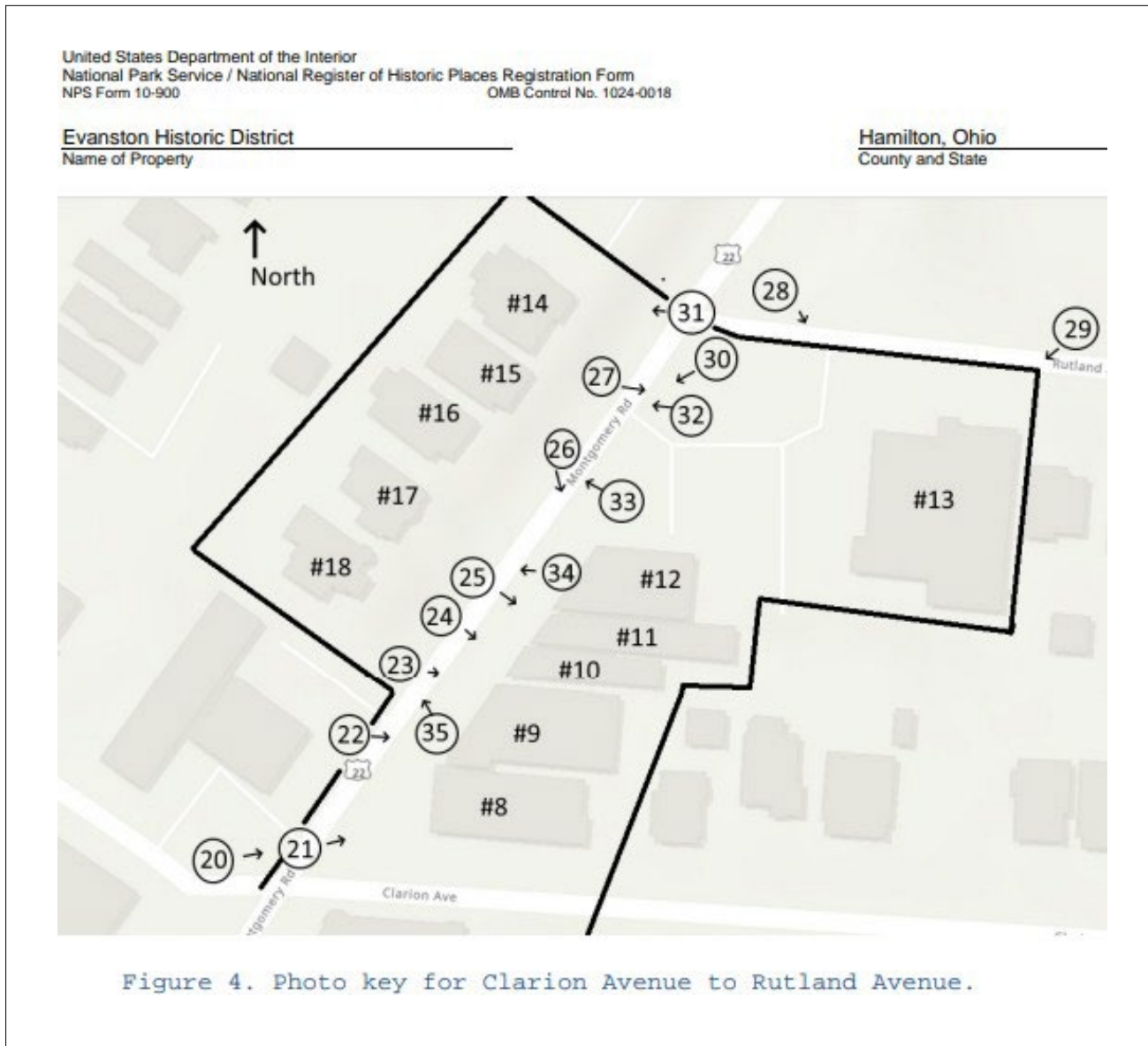
A Photo Key Map is a map of the nominated building, historic district, etc. that depicts the location of the photos, the photo numbers, and the direction of the photos. For the base of these maps, appropriate documents may include floorplans, maps from auditors' websites, sketch maps, etc. There is not a specific requirement for the base of the Photo Key Map, however, the document should be clear and photo numbers should be easy to identify. If necessary, multiple Photo Key Maps may be submitted. See examples below.



Helpful Hint: Use the photograph numbers in the Architectural Description (Section 7) of the nomination as reference when describing specific areas or features of the nominated resource(s).

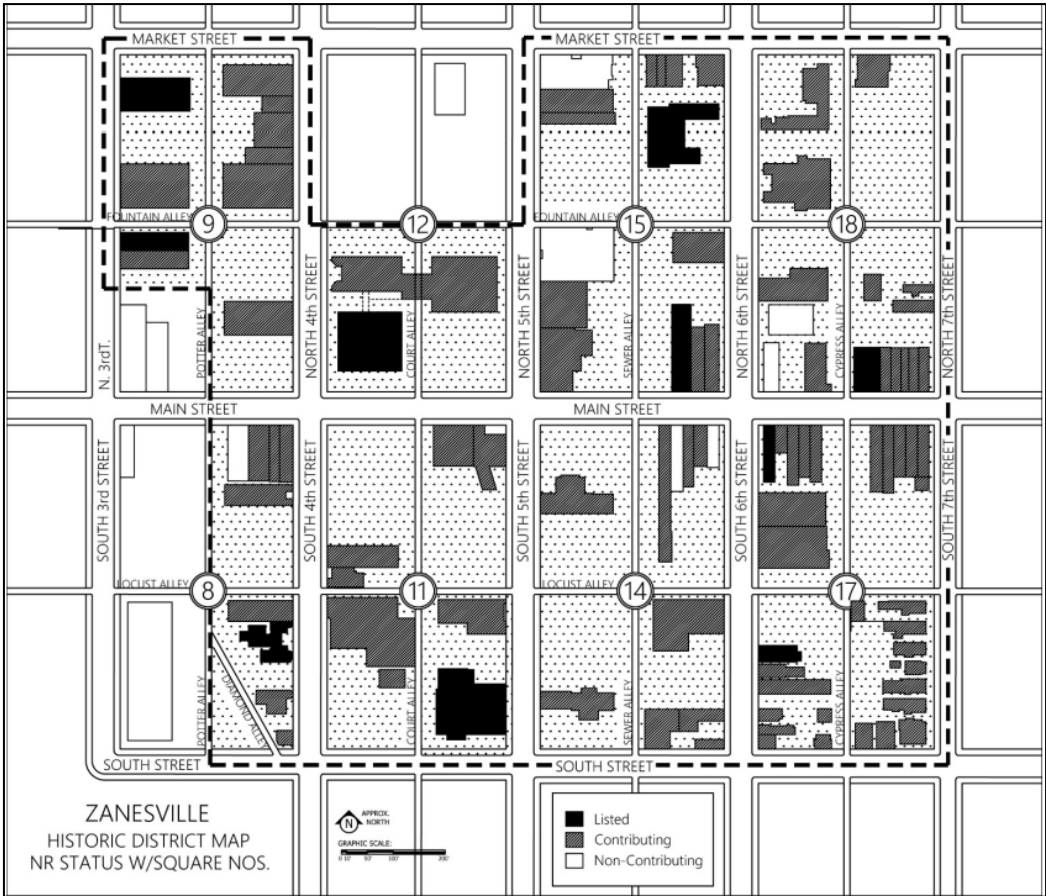


The Photo Key Map should be placed on continuation sheets and labeled appropriately. Each key should include an arrow that depicts which direction on the map is north.



Helpful Hint: that the Photo Key Map for Historic Districts should include building resource numbers as well as the photo numbers and directional arrows.

Historic District Photo Keys should include at least one map that also depicts which resources are Contributing and Non-Contributing.



Helpful Hint: Still have questions? Reach out to the Ohio State Historic Preservation Office at 614.298.2000 or shpo@ohiohistory.org.