

Black and White Photo Requirements For National Register Nominations

Basic Requirements (Two or three sets of photographs will be required.)

Photographs must be:

- taken with black and white film that does not use C-41 processing.
- unmounted (do not affix photographs to archival paper or any other material using staples, paper clips, glue, or other means).
- at least 3½ x 5 inches.
- properly processed with black and white chemicals and thoroughly washed.
- labeled in pencil or archival photo-labeling pen.

Photographs with adhesive labels will not be accepted. The labels will eventually deteriorate and detach from the photograph, and their acidity may cause damage. Photographs that are improperly processed or incorrectly labeled will be returned.

Labeling Photographs (Two methods of labeling photographs are acceptable.)

A. Labeling may be done by printing in pencil (soft lead works best) on the back of each photograph. The following information must be included:

1. Name of the property or, for districts, the name of the building or street address followed by the name of the district.
2. County and state where the property is located.
3. Name of the photographer.
4. Date of photograph.
5. Location of original negative (if film is used).
6. Description of view indicating direction of camera.
7. Photograph number. For districts, use this number to identify the vantage point on the accompanying sketch map.

B. With an archival photo-labeling pen (available at most art stores)

An alternative method of labeling is to use a continuation sheet(s). The lower right-hand corner of the back of the photographs should be labeled with the name of the property, county and state, and photo number (items 1, 2, and 7 above). Then, on a separate continuation sheet, list the remaining information (items 3-6 above). Information common to all photographs, such as the photographer's name or the location of negatives,

may be listed once in a statement at the beginning of the continuation sheet. Enter the word "Photographs" to replace the Section number on the continuation sheet.

Use of National Register Photographs

Photographs and slides will become part of the State Historical Society's file for the nominated property and will not be returned. By allowing a photograph/slide to be submitted as official documentation, photographers grant permission to the State Historical Society of Iowa to use the photographs/slides for print and electronic publication and other purposes, including but not limited to duplication, display, distribution, study, publicity, and audiovisual presentations.

August 31, 2005