

Guideline Leaflet LB09: Photographic Recording

Churches receiving a Certificate of Authorisation to change their listed building must take photographs before and after the work is done. This leaflet explains what is needed and provides technical information about the quality and format of the pictures so that they are suitable for archive purposes.

This Guideline Leaflet is regularly reviewed and updated. To ensure that you are using the most up to date version, please download the leaflet from the BUGB website at www.baptist.org.uk/resources

The date on which the leaflet was last updated can be found on the download page.

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INTRODUCTION

These notes are provided by the Listed Buildings Advisory Committee to assist Baptist Trust Companies, churches and their advisors.

See other leaflets:

LB01	<i>Introducing the Listed Buildings Advisory Committee</i>
LB02	<i>Applying to the Listed Buildings Advisory Committee</i>
LB03	<i>Professional Advisors and Applications to the Listed Buildings Advisory Committee</i>
LB04	<i>Listed Buildings Application Form</i>
LB05	<i>Listed of Places of Worship Grant Scheme</i>
LB06	<i>Looking after your Church Buildings</i>
LB07	<i>Building Materials and External Fittings in Listed Churches</i>
LB08	<i>Furnishings in Listed Church Buildings</i>
PC03	<i>Five Year Inspection Reports – Church Buildings</i>

FAMILY PHOTOGRAPHS

We all take photographs of holidays and at social events as a reminder of people and places. Sometimes we photograph our houses, because we are moving house and want to remember it, or we want to record the transformation as alterations are made.

For Baptists chapel buildings are the place where we meet for worship and other activities. They are like home, our place, that we use however we wish. Where church buildings are listed this is because they are recognised nationally as having special architectural features and being of particular historic interest.

CHURCH BUILDINGS ARE IMPORTANT

Recording or documenting the physical features of a church can also be a reminder, and of interest to future generations. Of course it is possible to record people and activities too but this leaflet is about recording your church building, particularly if it is a listed building.

Whenever the Listed Buildings Advisory Committee authorises work to a church building 'before and after' photographs are required.

Sometimes, where more modern additions, such as suspended ceilings or modern screens or partitions are to be removed during renovation and alterations, photographs or drawings of the building 'before, during and after' the project will be needed.

THE IMPORTANCE OF PHOTOGRAPHIC RECORDING

A good photographic record will ensure that future generations will be able to understand the appearance of the building before those alterations took place, either out of historical curiosity or because they themselves wish to make further change and need to know how previous interventions might affect their plans.

It is important that any photographic record:

- is clear in its depiction of the listed church;
- that the photographic medium used has a long storage life (so that it will be of use to future generations); and
- that the record is appropriately stored and readily accessible in the future.

The following notes have been drawn up to help churches achieve a proper level of recording as

required by the Listed Building Advisory Committee.

HISTORIC ENGLAND – GUIDANCE

English Heritage was the predecessor for Historic England. They produced a book '*Understanding Historic Buildings - a guide to good recording practice*'. Product code 51125.

It is available from Historic England.

<http://www.historicengland.org.uk/images-books/publications/understanding-historic-buildings/>

Telephone 0370 333 0607.

In most church situations a clear set of photographs is sufficient.

PRINT OR DIGITAL?

Colour or black and white negative based photography will be acceptable.

If using black and white film it would be preferable to use a silver rather than a dye based film and processing to create a more stable archive format.

Colour photography picks up more levels of detail than black and white but being dye based needs very careful handling and storage if it is to achieve a long life.

Photographs taken with a standard 35mm camera and film will generally be acceptable, although sometimes, where a church is of particular significance the use of a larger format camera (e.g.120 format film of 5 x 4 sheet film) may be necessary to achieve the desired quality of record.

Digital photography is widely used. It has improved and is now capable of producing good quality record photographs. Cameras should be of high resolution, normally of 5 megapixels or greater. Digital images for record purposes should be in TIFF format. The alternative JPEG format compresses data which, while useful for electronic transmission or incorporation in word-processed documents, results in the loss of some detail.

Digitally produced images for record purposes should always be printed on photographic paper at a resolution of 300dpi for long term storage. This should be done by a specialist company or photographic dealer.

Inkjet and laser jet printed images are very short lived and should not be used for archive material.

Although digital images can be stored on disk it is not clear how long these will remain legible – they should always be backed up by a high quality paper based copy.

CHOICE OF IMAGES

Photography can be used to present a detailed record of a building and its features. Every building has different characteristics which may need recording but the following suggestions offer general guidance on subjects to consider. It may not be necessary to make a comprehensive record where the proposed changes affect only part of the building, but any photographs should clearly depict those parts of the building as they are found prior to the proposed alterations.

- General views of the building in its setting.
- Views of the principal elevations from closer to showing its architectural form and an idea of its size and shape.
- As far as possible views at right angles to the principal elevations to emphasise any special design features especially where the building was formally composed.
- Any special details including door and window surrounds, plaques etc.
- The overall appearance of the interior from different vantage points.
- Any special details such as pews (as a block and individually), screens, pulpits, panelling, floor tiles, ornate ceilings, stained glass, memorial plaques, organ cases etc.

- Copies of any historic documents (eg old photographs and drawings of the church, architect's plans etc).

TAKING THE PHOTOGRAPHS

All record photographs should be in sharp focus with an appropriate depth of field. External shots should be taken in natural daylight and should be scheduled to take advantage of variations in natural light. A north facing elevation for example may best be photographed early or late on a bright summer's day when sunlight falls across it, or alternatively, if this is not practicable, on a bright overcast day.

Internal shots may be taken using electronic flash – preferably sited away from the camera to reduce harsh shadows and bounced off a ceiling or white reflector to produce greater relief.. The integral flash gun of most compact cameras is rarely powerful enough to illuminate an interior adequately.

To avoid camera shake it is preferable for cameras to be mounted on a tripod. This also helps in giving time to compose photographs.

A note should be made of the subject matter of each picture, the direction of the view, and the date of the photograph when it is taken.

Where conditions for photography are particularly challenging it may be desirable to employ a professional photographer who can be expected to possess relevant specialist equipment.

LABELLING THE RECORD

When the film has been developed and printed, or the digital images are downloaded to computer and printed the negatives, computer file or disk, and all individual prints should be labelled to indicate the name and address of the church, the date of the photograph, the subject matter and location of each print and the direction of the view.

STORING THE PHOTOGRAPHS

One copy of the record must always be deposited with the local authority (County or Borough Council) Record Office for long term storage. It is best to store photographic negatives in the Record Office where atmospheric conditions will be best for their long term survival. Before depositing the record churches should discuss the specific requirements of individual record offices to ensure the archive is sent in an acceptable form

Churches should keep two copies of the printed photographic record for their own use and interest. Care should be taken to ensure the photographs are stored in a cool dry place and that their location is widely known and understood. The two sets should be kept in different places in case one is accidentally lost.

A full set should also be sent to the Secretary of the Listed Buildings Advisory Committee. This is because they need a set of photographs and need to confirm that the relevant condition of their listed building consent has been discharged.

Churches should also notify the Secretary of the Baptist History Society of where copies of the photographic record are to be kept so that they can advise historians interested in the story of particular buildings.

Association Trust Company	Contact
Baptist Union Corporation Ltd East Midland Baptist Trust Company Ltd	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
Heart of England Baptist Association	Heart of England Baptist Association 480 Chester Road Sutton Coldfield B73 5BP Office Mobile: 0730 505 1770
London Baptist Property Board	London Baptist Association Unit C2 15 Dock Street London E1 8JN Telephone: 020 7692 5592
Yorkshire Baptist Association	17-19 York Place Leeds LS1 2EZ Telephone: 0113 278 4954
West of England Baptist Trust Company Ltd	West of England Baptist Trust Company Ltd Little Stoke Baptist Church Kingsway Little Stoke Bristol BS34 6JW Telephone: 0117 965 8828

This is one of a series of *Guidelines* that are offered as a resource for Baptist ministers and churches. They have been prepared by the Legal and Operations Team and are, of necessity, intended only to give very general advice in relation to the topics covered. These guidelines should not be relied upon as a substitute for obtaining specific and more detailed advice in relation to a particular matter.

The staff in the Legal and Operations Team at Baptist House (or your regional Trust Company) will be very pleased to answer your queries and help in any way possible. It helps us to respond as efficiently as possible to the many churches in trust with us if you write to us and set out your enquiry as simply as possible.

The Legal and Operations Team also support churches that are in trust with the East Midland Baptist Trust Company Limited.

If your holding trustees are one of the other Baptist Trust Corporations you must contact your own Trust Corporation for further advice. A list of contact details is provided above. If you have private trustees they too should be consulted as appropriate.

Contact Address and Registered Office:

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Website: www.baptist.org.uk Registered CIO with Charity Number: 1181392

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