AGENDA NO. 6b

Oceanside Historic Preservation Advisory Commission Policy 1

Adopted Oct. 2, 1990
Revised December 6, 2011

~~POLICY FOR PHOTO DOCUMENTATION OF STRUCTURES POTENTIALLY SIGNIFICANT LOCALLY~~

1. ~~Photo documentation of structures shall be accomplished in the following manner: Format (4" X 5") to include black and white shots of all exterior elevations of the cultural resource, producing archival quality negatives and contacts. Interior shots shall be accomplished in the same format. Color slide photo documentation shall be required, the number of shots to be determined by the OHPAC. All photo documentation shall be accomplished under the direction of a designated member of the OHPAC and to the satisfaction of the Planning Director.~~

REVISED POLICY FOR PHOTO DOCUMENTATION OF STRUCTURES POTENTIALLY POSSESSING LOCAL SIGNIFICANCE AND ESTABLISHING A PHOTO ARCHIVE OF HOW THESE STRUCTURES TRANSITION OVER TIME

1. Photo documentation of structures shall be accomplished in the following manner:

SELECTING A DIGITAL CAMERA

BEST: Six megapixel or greater digital SLR camera
Acceptable: Two – five megapixel point-and-shoot digital camera
Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution

TAKING THE PICTURE

Image file format (Set the camera for highest image quality).

BEST: Tag Image File format (TIFF) or RAW format images. This allows for the best image resolution.
Acceptable: JPEGs converted to TIFFs, by a computer conversion process, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them).
Not acceptable: Do not use the JPEG setting on the camera, if a higher quality setting is available.

RGB color digital TIFFs are preferred.

DIGITAL CAMERA RESOLUTION (set the camera to the maximum or largest pixel dimension the camera allows)

BEST: Six megapixels or greater (2000 x 3000 pixel image) at 300 dpi
Acceptable: Minimum two megapixels (1200 x 1600 pixel image) at 300 dpi

RENAMING THE DIGITAL TIFF IMAGE

All digital image files must be renamed using a standard naming format.

The TIFF file name must include:

State_city_property name (or district name)_0001
(Use zeros in image numbers to create 4 digit number, e.g. 0002, 0003, etc.)

Example for individual properties:
CA_Oceanside_Elizabeth Brown House_0001

Example for district labels:
CA_Oceanside_Mission San Luis Rey Historic District_0125

A CD or DVD containing all TIFF images must accompany the photos. Reminder: JPEGs converted to TIFFs, by a computer conversion process, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them). When image is open on your computer, right click and you will see the image properties (Dimensions, dpi, etc.).

Best: CD-R Archival Gold or DVD-R Archival Gold disk
Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.
Not acceptable: CD-RW or DVD-RW (if packaging says "rewriteable" do not use).

LABELING THE DISK

Best: Labels printed directly on the disk by laser printer (non-adhesive).
Acceptable: Hand-written labels using CD/DVD safe markers OR other markers (Sharpies)
Not Acceptable: Ammonia/solvent-based markers or adhesive stickers

PRINTING THE IMAGES

Print photos at 300 dpi (select this option in your computer's print menu).

SELECTING THE PAPER AND INKS

Archival quality paper:

BEST: Manufacturer recommended paper for photograph prints

Some examples:

- Epson Premium Glossy Paper
- Kodak Ultra Photo Premium
- HP Professional Satin Photo Paper
- Matte Epson Ultra Premium Glossy Photo Paper
- HP Premium Plus Photo Paper

Acceptable: Commercially printed color prints are acceptable (if accompanied by a disk containing the image files produced at the time the prints were made).

Not acceptable: Regular copy/printer papers or the disk only, without prints

Printer Inks:

BEST: Manufacturer recommended ink for photograph printing

Some examples:

- Epson UltraChrome K3
- Kodak No. 10 Pigmented Inks
- HP Vivera Pigment Inks
- Epson Claria "Hi-Definition Inks"
- Epson DuraBrite Ultra Pigmented Inks
- HP Vivera 95 dye-based inks

Note: The City of Oceanside, CA. does not endorse any particular commercial product or process. The product examples indicated have met established archival standards of the National Park Service but do not represent a comprehensive list.

IDENTIFYING PHOTOGRAPHIC PRINTS

Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Best: Write the label information within the white margin on the front of the photograph using an archival photo labeling pen. Label information can also be generated by computer and printed directly in the white margin (no adhesive labels).
Acceptable: If information is placed on the back of the photograph, write the information using a soft lead pencil or archival photo-labeling pen. Do not print information on the actual image – use only the photo margin or back of the photograph for labeling.

At a minimum, photographic labels must include the following information: **Photograph number, Name of the Property, County, and State**.

LABELING THE PHOTOGRAPHS

Acceptable Examples:
CA_Oceanside_Mission San Luis Historic de Francia Historic Area_0001

OR

Photograph 1 of 25: CA_ Oceanside_Mission San Luis Historic de Francia Historic Area_0001

OR

Mission San Luis Historic de Francia Historic Area, Oceanside, CA 1of 25

OR

Mission San Luis Historic de Francia Historic Area
Oceanside, CA
Photo 1 of 25

PHOTOGRAPH LOG PAGE

Examples of acceptable photo pages

Name of Property: Libby/Rush House
City: Oceanside
County: San Diego County
State: CA
Name of Photographer: Richard T. Greenbauer
Date of Photographs: August 2011
Location of Original Digital Files: 300 N. Coast Highway, Oceanside, CA 92054
Photo #1 (CA_Oceanside_Libby/Rush House_0001)
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Libby/Rush House
City: Oceanside
County: San Diego County
State: CA
Name of Photographer: Richard T. Greenbauer
Date of Photographs: August 2011
Location of Original Digital Files: 300 N. Coast Highway, Oceanside, CA 92054
Number of Photographs: 10
Photo #1
South façade (left) and east elevation (right), camera facing northwest.

35 MM PHOTOGRAPHY

Use the following standards:

Selecting a 35mm Camera

BEST: 35MM SLR Camera
Acceptable: 35MM point-and-shoot camera
Not acceptable: Disposable Cameras

The necessary number of photographic views depends on the size and complexity of the property. **Submit as many photographs as needed to depict the current condition and significant features of the property.** A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a number of photos. Prints of historic photographs may supplement documentation and be particularly useful in illustrating changes that have occurred over time.

BUILDINGS, STRUCTURES, AND OBJECTS:

Submit photographs showing the principal facades and the setting in which the property is located.

Additions, alterations, intrusions, and dependencies should appear in the photographs.

Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

QUESTIONS?

Please contact Richard Greenbauer, Senior Planner in the Planning Division at (760) 435-3519 or e-mail: rgreenbauer@ci.oceanside.ca.us