



## FILM AND PHOTO PROCEDURES

Revised 2/2001

Unexposed film for all aspects of the research program is stored in the laboratory and is acquired by lab personnel. Film must be signed out on the check-out sheet when a roll is obtained and must be signed in when an exposed roll is turned in.

A **Photographic Record Form** should be turned in when the film is turned in. Film processing will be arranged by lab personnel. Processed film will be cataloged and stored in Archives.

Keep in mind that most photographs will probably end up in the research database and will be seen and used as research tools by many people for many years. Photographs should look as professional as possible; try to remove all loose string, black plastic, loose dirt, and other unsightly objects from the area to be photographed. Powdery, loose dirt is more effectively removed with a paintbrush than with a whisk broom.

- Take at least one color slide and one black-and-white print whenever something is photographed; include calibrated north arrow whenever possible.
- *All exposures must be recorded on a Photographic Record Form at the time the photo is taken.*
- Using **indirect lighting** results in higher-quality photographs; if at all possible, take photos on cloudy days or when the subject can be shaded artificially (e.g., with plastic sheeting).
- All **features** should be photographed individually after excavation/exposure is complete. If a pit feature is cross-sectioned, photos can also be taken of the profile.
- All **masonry walls** should be photographed after they have been completely exposed. The photo should be taken as level and square-on as possible. At least one photo should be taken with the calibrated architectural square, and at least one without the square.
- All **stratigraphic profiles** to be mapped should be photographed. The photo should be taken as level and square-on as possible. If it is impossible to include the entire face in one photograph, take multiple, overlapping shots. Indirect lighting is especially important for stratigraphic profile photos. To enhance color contrast, you can dampen the profile by carefully spraying it with water from a hand sprayer. If you elect to do this, remember that this is *additional* photo documentation; you must *always* take at least one color and one black-and-white shot of a stratigraphic profile that has *not* been dampened, scored with a trowel, or altered in any other way. If you take this type of additional photo, record on the photo log how the face was altered.
- When excavation in a **structure** is complete, multiple final photos from different angles should be taken of whatever architecture is exposed, such as walls and floor. These shots should be taken on a cloudy day if possible.
- Unusual **artifacts** found in situ (whole or mostly whole vessels; rare artifacts such as tchamahias or copper bells), whether in fill or on a surface, should be photographed (do not photograph projectile points, bone awls, pendants, etc.).
- Take working photos of participants, tour groups, and staff people occasionally.