

The Connexional Team – Support Services in Manchester

Listed Buildings - Photographic Records and Archives

Photographic records

- i A 'full photographic record' should constitute as far as possible:
 - a record of the external elevations, including boundary features
 - a record of the general internal appearance
 - a record of any features of specific interest
 - a record of the setting of the building
 - a record of alterations made, giving 'before' and 'after' views.
- ii All photographs should:
 - show clearly the features which are the subject of that image
 - be numbered, and accompanied by a comprehensive description including general and specific details
- iii The complete set of numbered photographs should be accompanied by an annotated plan giving the overall location and direction of views as well as notes of specific views, with notes linking the images to plans and other documentation.
- iv The cost of the provision of this record to be borne by the church or circuit proposing the scheme. The Connexional Conservation Officer may wish to stipulate certain views or features.
- v Churches are advised to engage a professional photographer experienced in the photography of buildings. Local Records Offices or conservation architects may be able to advise.
- vi Format - 5" x 7" monochrome prints are required for the main views. These may be supplemented by colour photographs. Prints should be of a durable quality, preferably on archival quality paper.
- vii Digital images printed by means of a desktop or laser printer are not acceptable as main record as they do not have the required archival properties. However, digital images saved on a CD may be submitted in addition, provided files are saved in JPEG or TIFF formats. Files should be at a resolution of no less than 300 dpi at A5.

Archives

- i The first set (negatives and prints) is to be sent to The Connexional Team Support Services in Manchester, where there will be short term storage [5 years].
- ii A further set of prints should be submitted to Local Record Offices, alongside other circuit records.
- iii Digitisation of selected images for electronic storage and use will be at the discretion of the Connexional Conservation Officer.

For general guidance on recording refer to:

Association of Local Government Archaeological Officers (1997) *Analysis and Recording for the Conservation and Control of Works to Historic Buildings*. ALGAO

Royal Commission on the Historical Monuments of England (1996) *Recording Historic Buildings: A Descriptive Specification*. HMSO

Royal Commission on the Historical Monuments of England (1991) *Recording Historic Buildings: A Symposium*. HMSO

International Council on Monuments and Sites (1990) *Guide to Recording Historic Buildings*. Butterworth Architecture

Methodist Guidance on Church Photography, the Internet and Publicity

Photographs of children and young people under 18

Photography and video recording are important ways of recording Methodist activity and providing an historic record – illustrating and validating important moments in people’s lives and the life of our Church. It is, however, a powerful and personal process, and we must therefore respect the rights of everyone to make the choice whether or not to be photographed.

Use the attached consent form as a matter of course for all groups and events at the same time as you collect contact details, permission slips or registration forms.

At large events make arrangements to provide video or photographic stills of the participants in action or set up photo opportunities at the end. This allows the performance to go ahead with limited interruption, and allows any child who is not to be photographed to take part. If there are children or young people at the event for whom you do not have a completed consent form put the Notice about Photographs in prominent places or in the event programme and make sure official photographers are aware of the Guidelines for Photographers.

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