

Photography – On Site And Artefactual – Essence Guide

General Procedures

- Use an approved BAHS camera for official photos. Ensure it is set up correctly. Ask if unsure.
- Never delete photos. If after reviewing a photo it could be improved, take another shot.
- Complete the BAHS photography record sheet for every shot.

Site Photography

- Ask the site supervisor if you are unsure what should be photographed.
- See the separate BAHS guide on human remains.
- Take a photo including the board and without the board. Photograph the board separately if hard to read.
- Include a north arrow and appropriately sized scales.

Taking The Photograph

- Ensure there are no people, hi-vis jackets, tools, spoil, etc in the photograph. Ensure light conditions are adequate, and avoid shadows.
- Compose the shot carefully to ensure you get the best shot of what is being photographed.
- Use appropriately sized scales, placed vertically/horizontally/at right angles, not angled.
- For trench photos, scales should face the photographer.
- Review photo immediately after taking it. Do not delete. Take another shot if appropriate.

The Photographic Record

- Record each photo on the BAHS photography record sheet.
- Ensure photo number and file number agree.

Finds Photography

- In situ: Photograph fragile artefacts in situ, relations between artefacts, relations with their context.
- Post-excavation: Choose a background that best shows the find, photograph from different angles if necessary and include a scale and the finds label in the photograph.