

## PHOTOGRAPHY TERMINOLOGY & DIGITIZATION STANDARDS FOR RESEARCHERS

August 18, 2021

In an effort to streamline the collections digitization process, maximize efficiency, and to ensure that researchers receive exactly the images that they want, please adhere to the following when requesting new photography:

- Please include the call number, shelf mark or accession number of the book, manuscript, or object, and include a link to any citation or source that you are using.
- If no additional instructions are provided, the photography team will assume that the image desired is a **standard shot**.
- The **standard shot** is overhead of a single page, with the bottom of the book or object parallel to the edge of the table. The standard background for most objects will be gray, unless the object is so large that it needs to be positioned on the floor for photography.
- Note if there are any **details** of text, illustration, or annotations that you would like photographed close-up on a separate line.
- **Two-page spread:** With the book or manuscript arranged in a cradle, open to show both the right and left pages of a book or manuscript. Please use page numbers to indicate which opening you want. If pages are not numbered please reference the first line of the page, the image if there is an illustration, or signature.
  - A book snake will be used to hold down pages, but should not obscure the writing, typing, page numbers or decorative elements of the book or manuscript. If you do not wish the snake to appear in the image, please note either that its appearance needs to be minimized so that you can crop it out, or state a preference for using a finger to hold the page down. If you wish nothing to be used to hold the book/manuscript open, you need to be sure this is actually possible before requesting it.
- **Spine:** Please be sure to note whether you want the spine only (**spine**) or spine and cover (**3/4 view spine**). **Spine view** will have the spine parallel to the bottom edge of the table and will have limited, if any, view of the top cover.
- **¾ View Spine:** Will show the spine, book cover, and bottom edge of the book. The spine will be at a 45 degree angle so that the bottom edge of the spine (foot) is near the bottom edge of the table, and the top edge of the spine (head) is at a 45 degree angle so that the complete spine, front cover, and bottom edge of the book with exposed pages are completely visible.
  - When you would like multiple, closed volumes in a single image, indicate whether you want a **horizontal** arrangement, **vertical** arrangement or **artistic** arrangement.
- **Horizontal stack:** will have the books lined up with their spines parallel to the bottom edge of the table. Unless otherwise specified, volume 1 will be on the bottom of the stack.

- **Vertical arrangement:** will have the books standing upright, as they would be on a bookshelf, with volume 1 on the left side.
- **Artistic arrangement:** If you would like several open or mixed open and closed volumes in a single image, please specify which (if any) are to be in a cradle (and the page opening), and how you would like the remaining items fanned out or stacked around. Please include a reference photo to facilitate the process.

Please adhere to the following when requesting **new scans**:

- Use a single to indicate either one letter, or one folder of material to be scanned, depending on the extent of the request.
- When several letters within a larger folder are requested, each letter should have its own line, unless the letters requested complete contents of the folder.
- Only the sides that contain writing, typing, or seals will be scanned, unless otherwise requested.
  - The verso of Marianne Moore items written on the back of random papers, envelopes, advertisements, etc. will be scanned.
- Unless it is requested **envelopes will not be scanned**, unless they provide the estimated date [noted in brackets] of the letter.
- Unless otherwise specified, both sides of a postcard will be scanned.
  - The front (recto) of the postcard is the side with the image and the back (verso) is the side with the address and written note.

Please adhere to the following when requesting photography of **objects**:

- The standard shot for a flat object (painting, drawing) will be overhead with the bottom of the object parallel to the edge of the table. Large objects will be shot on the floor, using fabric as the background. If you have a preferred color, please note red, dark blue, or black. These are the only colors available for large objects.
- Indicate if the back of a flat object should be photographed. If you want to have that shot only if there are markings or attachments of any kind on the back, please note this.
- For three-dimensional objects, the photographer will start with the object facing forward and then take a series of photographs, carefully turning the object counter-clockwise about 45 degrees, taking detailed photographs of signatures, damage, or other notable features. If you want a non-standard view, please write clearly what you want.

Researchers are welcome to make an appointment during our regular reading room hours and take images using their own cameras or phone free of charge.