

Photography: Discussion Summary 4

Institutional protocol

Request

- Who is requesting the image?
- What is the purpose of the photography?
- What type of photograph is it
- What is the format of the photograph? (publication, loan request, etc.)
- Is there existing photography
- Is the existing photography sufficient?
- Does existing photography need adjustment?

What is the deadline, this may determine outcome

Determine the location of the object

That will impact following steps

- That will also impact your art handlers
- Where is photography going to take place?
- Who is going to take the photograph?
 - Internal, external, or conservator --each of these lead to different decision trees

Approval/budget constraints

Evaluation of taken photographs—do they fulfill needs?

Storing the photographs

Make sure metadata added

Edit photograph

Making reports

Adding metadata into reports