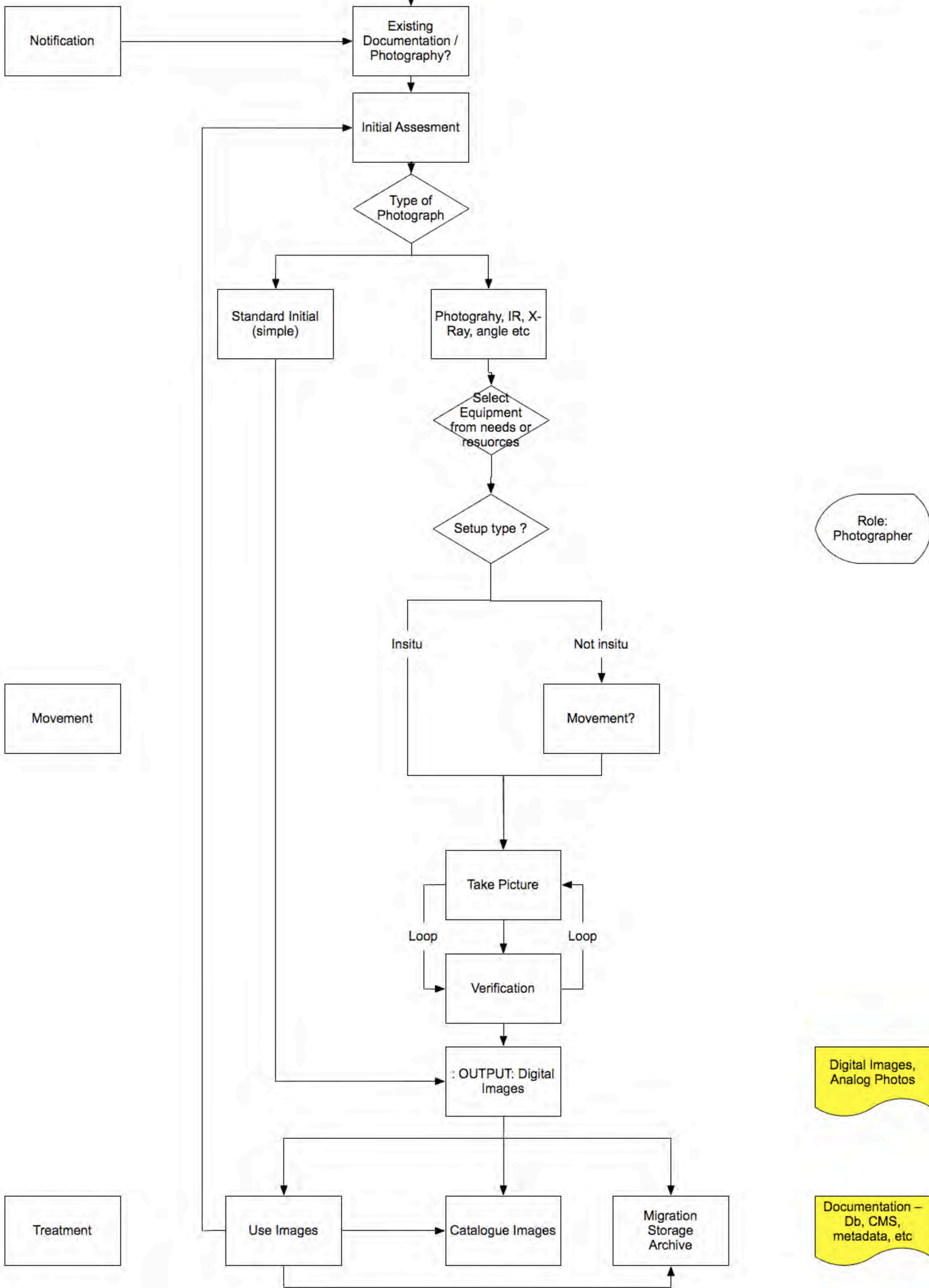


Photography

Int/Ext Events

Outputs



1/1

Object Requires Treatment  
Locate Existing Record  
Examine Object  
Plan Treatment  
Create pre-treatment imaging schedule  
Good Photo Exists

Decide Scheduling Shooting Protocol Location  
Someone-Else Self  
Transparent Handling Location photography studio  
Image Capture Location in-situ

Image documentation (meta data)  
Image Storage  
Image Sharing  
Selection annotation quality



## Photography: Discussion Summary 1

Photography when an object requires treatment

Locate existing records

- Is there good photography available?
- Does new photography need to be produced?

Examine and determine a plan for treatment

Determine a plan for photographs (that may be different if one is in the studio or if you are taking a snapshot if a painting falls in the gallery)

Ask a series of questions/develop a protocol

- What kind of image?
- Who can produce the image?
- Image in situ or in gallery?

Capture issues

- Images storage
- Image choice
- Image annotation
- Image metadata
- Image sharing

ID OBJECT

CHECK EXISTING DOC

APPRO-  
RIATE  
TO  
PHOTO

SELECT PHOTO TECHNOLOGY

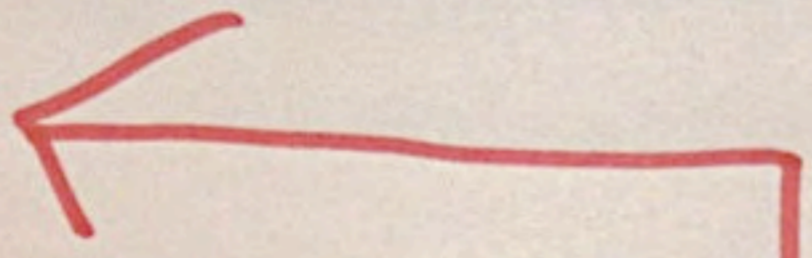
DOC SETUP

PRESS BUTTON

EDIT SELECT

PRINT UPLOAD STORE

LABEL NAMING GROUPING



DT & AT

ADD TO EXISTING DOC IF EXISTS

CROSS REFERENCE + DOCUMENTATION Science Cons/ "photo"



## Photography: Discussion Summary 2

We identified two levels of workflow

Outer and inner

We concentrated on inner workflow

Photograph is taken

- There is an idea of something that progressively gets filled in – a form of some kind

Number of people in different roles

Conservator does a search to see if there is an acceptable photograph

- if yes, then you are finished
- if no then the process starts with a conservator
  - what kind of photograph(s) is(are) needed

Determine details

- The lighting
- The angle
- The kind of film
- The wavelength of light
- Date time location of photograph

Some museums have standard set ups for how photographs of different kinds are done

Sometimes conservator will pop in studio

- In small museums this is often the same person swapping hats—in large museums there may be many people involved

Have finished form is passed to photographer and then they take the photograph and add additional information (f stop, other information) typically no post processing at that stage, no photo shopping because it is internal

Final photograph uploaded, if it is approved it gets uploaded to the central repository for images.

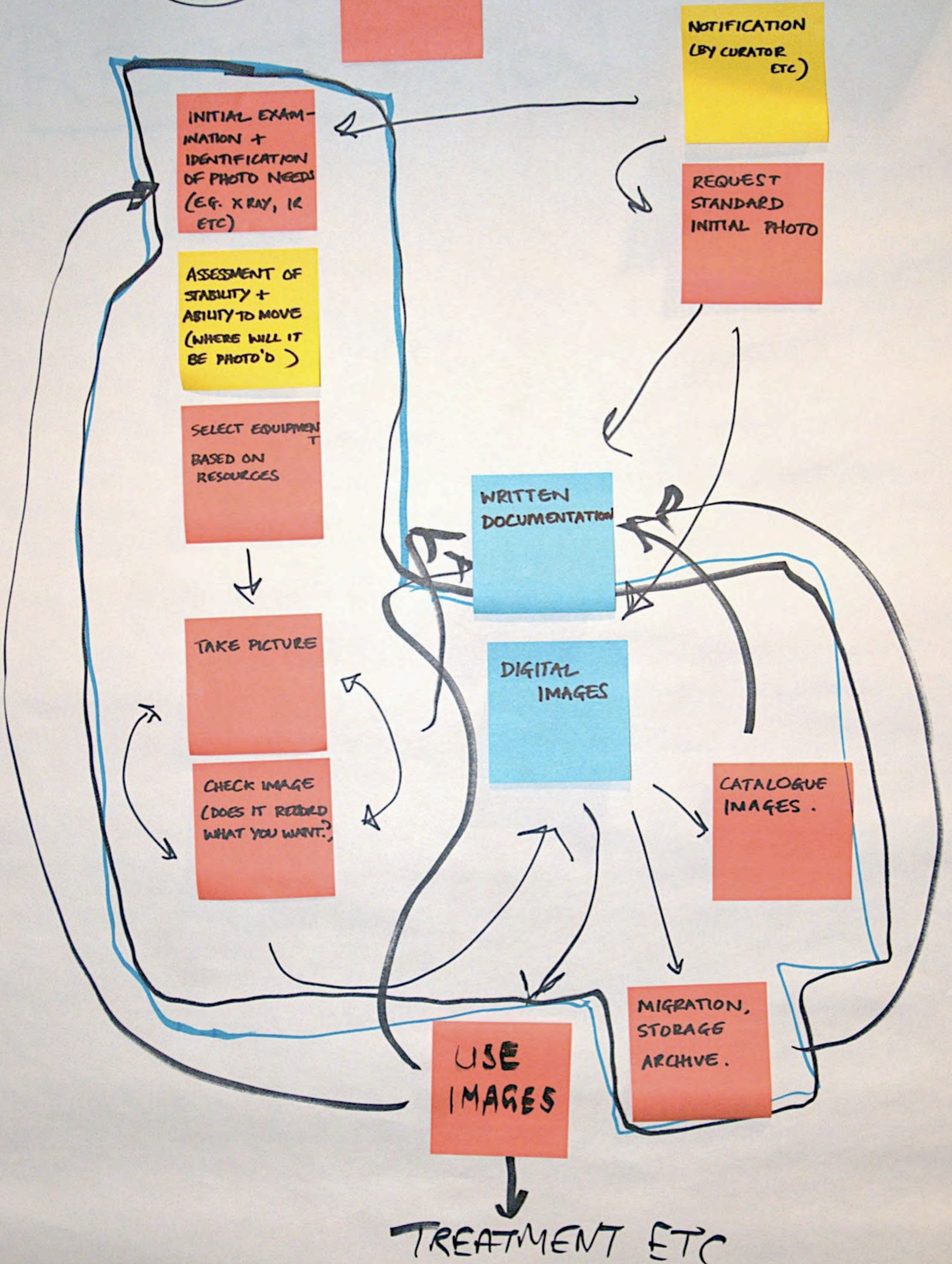
If it is an after photograph, a better image may be taken for publication and some color management may be applied

Then everything is uploaded to your collections management system

# TABLE 6

## ACQUISITION

2/6



## Photography: Discussion Summary 3

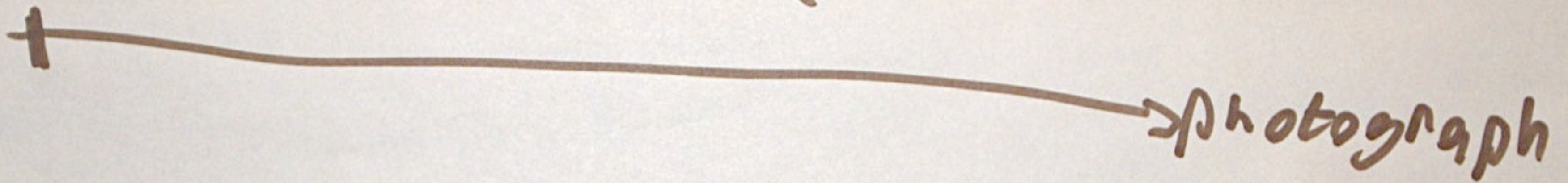
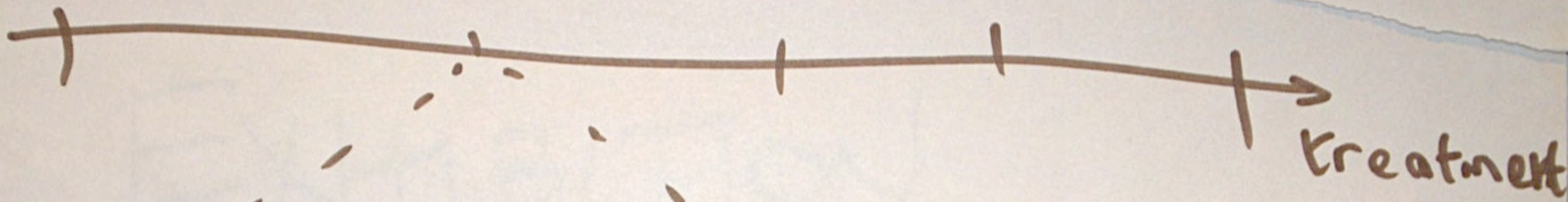
Pre treatment

Treatment

Post-treatment

### Process

- Somebody says treatment requires photography
- After looking at existing photographs decide whether you need to do new or not
- Inspect
- Move object to camera or camera to object
- Take an initial set of photos, and then need to choose “good” photographs
- Mark-up good photos with metadata and annotation
- Once you’ve taken the initial set of images (this may be iterative)
- You repeat this same triage procedure any number of times
- You document the process as well as the impact
- Post-treatment you repeat the pre-treatment photographs



$\frac{1}{2}$

## 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

Possible  
Camera  
Reset

TRIGGER:  
TMT  
REQUIRES  
PHOTOS?  
- Yes

LOOK UP  
PHOTO  
HISTORY

NEW  
PHOTOS  
NEEDED?  
- Yes

INSPECT  
OBJECT  
+  
PLAN PHOTO.

OBJECT TO  
CAMERA, OR  
VICE-VERSA

NOTE:  
ANALOG  
V.  
DIGITAL PHOTO  
REQUIRES DIFF  
PHOTO STORAGE + RETRIEVAL  
WORKFLOW

PRE-TMT

INITIAL  
SET OF  
PHOTOS

SELECT  
GOOD-  
PHOTOS

CONTAINING  
METADATA  
+  
DOCS

WHAT  
SHOULD WE  
KEEP?

REPEAT  
PHOTOS TO  
DOCUMENT  
STRUCTURE + LAYOUT

TMT

POST-TMT

REPEAT TAKE  
PHOTOS ARCHIVE  
CAM OR SOME "PHOTOS"  
PHOTO

4/3

## Photography: Discussion Summary 5

### Generic process

- I.D. the object
- Check existing documentation
- Decide if it's appropriate to photograph
- Select the technology to use
- Document the set-up (less or more)
- Press the button/take the photograph
- Look at what you've capture
- Decide if it's good
- Print it
- Upload it
- Store it
  - Groupings, naming conventions, etc.
- Feedback loop, go back to "select the technology to use..." until finished

1/4

REQUEST/  
APPROVAL

What's the  
purpose?  
(TYPE)

Is there  
existing OK  
photography?

Adjustment

Current  
Location of  
Object?

ASSESSMENT  
—  
MOVEMENT  
—  
HANDLING

RESOURCE  
ALLOCATION

Photographer

Conservator  
Photographer

Internal  
Photographer  
(Non-Cons.)

External  
Photographer

Clearance  
(Internal Cons.)

Will other  
objects be  
photographed?

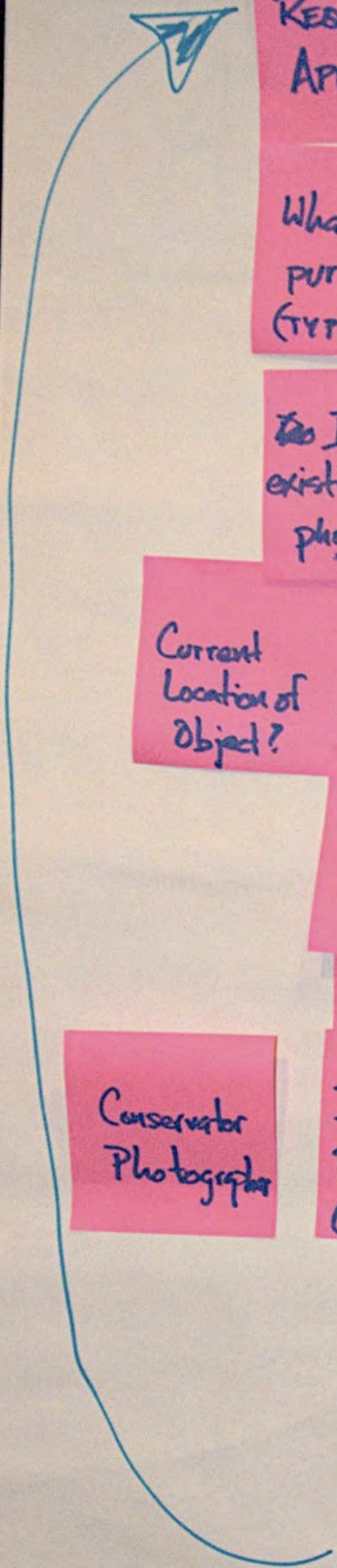
DEADLINE?

EDIT  
THE  
PHOTO!

STORE  
THE  
PHOTO  
(METADATA)

LINK  
TO  
REPORTS

EVALUATION



## Photography: Discussion Summary 6

Red= process

Yellow = influence

Blue = output

Acquisition as our point to begin

- Notification of acquisition
- Either initial examination which results in photographic needs or the conservator simply does the photography
- After examination of photographic needs, survey object to see if it can be moved to photography
- Take the picture
- Check the image, does it record what we want?
- Digital image and written document
- Catalogue of images (metadata, etc)
- There needs to be storage and archiving of image plus migration plan for images
- Use of images

Ext/Int Events and Influences

Documentation, Collection Management System

Internal or External Photographer or Conservator

Movement

Treatment

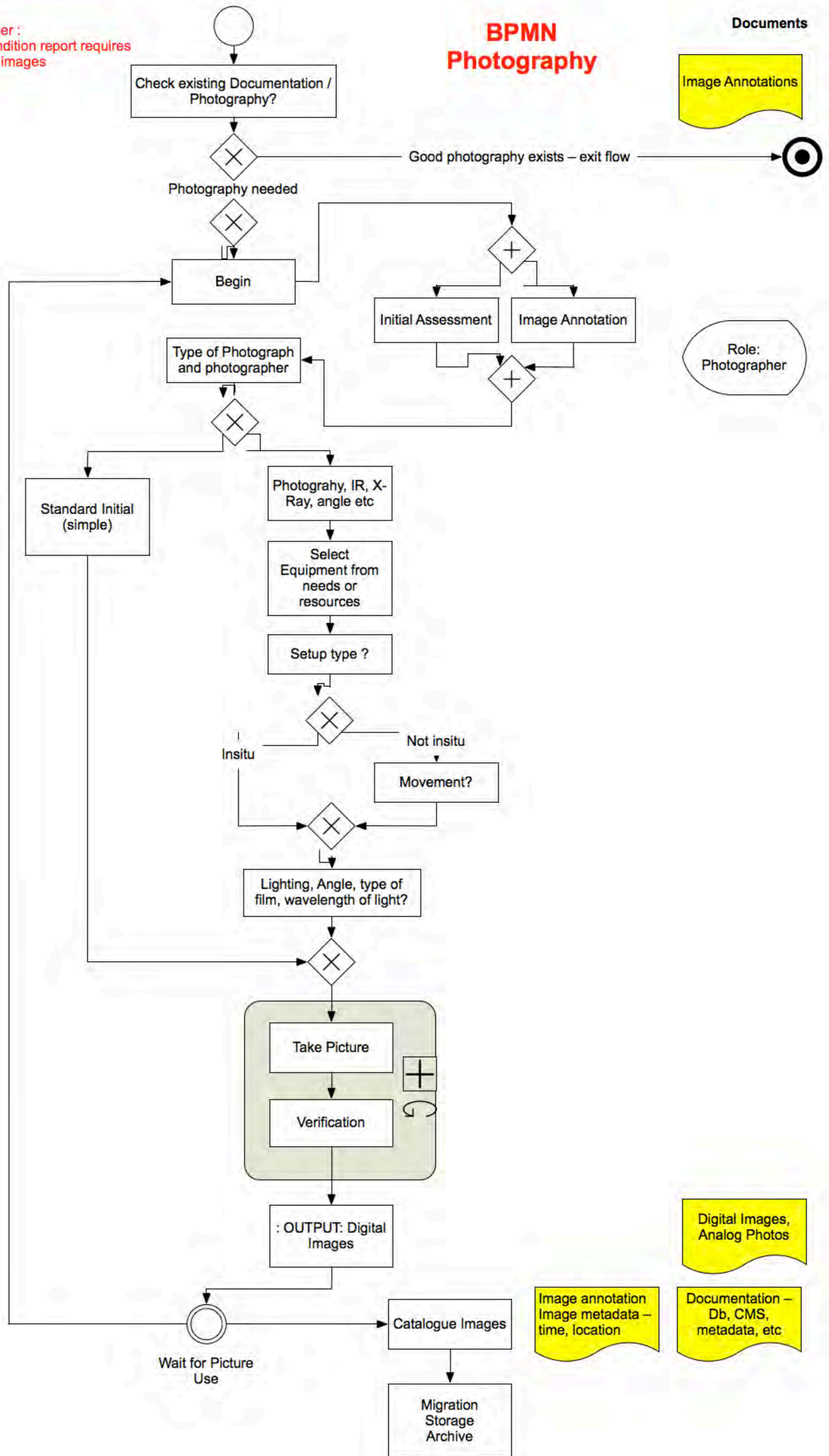
Trigger :  
Condition report requires images

# BPMN Photography

Documents

Image Annotations

Role: Photographer



Digital Images, Analog Photos

Image annotation  
Image metadata –  
time, location

Documentation –  
Db, CMS,  
metadata, etc