

# Guide to Providing Photographs of Memorials

(Last updated 16/2/2014)

This guide is intended to cover the project's complete set of requirements, but of course you can provide and part of them that you wish.

## 1 What do you need

### Required:

- A reasonable quality digital camera
- Internet access
- The means to email the photographs
- The means of getting to the memorials

### Advantageous, but not essential:

**Please Note:** We can only accept the 'project' photographs on a copyright free basis, so they must only be provided on that basis\*1. We can only accept the photographs that are copyright free, so they must only be provided on that basis.

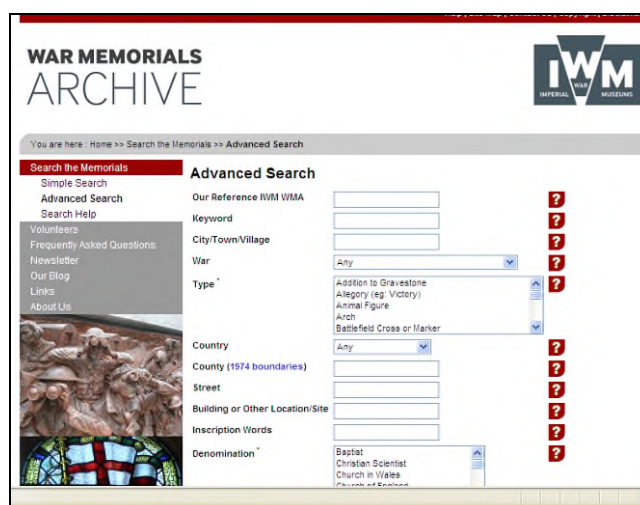
## 2 Preparation

Before you start, visit to the website's research log at [www.hertsatwar.co.uk/researchlog](http://www.hertsatwar.co.uk/researchlog) to see what locations require photographs and to request the location and work that you would like to undertake. We will then double check that it is not in progress already and, if not, the work will be 'logged out' to you – **this essential to avoid abortive work by you or others:**

## 3 Getting started

### 3.1 Location the Memorial

If you do not know the location it may be wise to visit the Imperial War Museum's War Memorials Archive at [www.ukniwm.org](http://www.ukniwm.org) (specifically [www.ukniwm.org.uk/server/show/nav.22](http://www.ukniwm.org.uk/server/show/nav.22)).



A simple search in the 'City/Town/Village' field, say for Pirton, will produce:

orials >> Advanced Search

### Memorial Search Results

Your search for memorials located in "pirton" (city) returned 2 results.

[<< Change search criteria](#)

Our Ref No	Memorial Title	County, Country	Building
3830	PIRTON - WW1 BOARD	HERTFORDSHIRE, ENGLAND	ST MARYS CHURCH
3829	PIRTON - WW1 CROSS	HERTFORDSHIRE, ENGLAND	ST MARYS CHURCH

If it is the WW1 Cross that you want, select it and that will produce a page of information including the location the location, e.g.:

	<b>Pirton - WW1 Cross</b>	<b>Memo</b>
	OUR REF: 3829	Let us addition memor
	<< Back to search results	
itions	<b>Address</b>	
	ST MARYS CHURCH CRAB TREE LANE PIRTON HERTFORDSHIRE ENGLAND SG5	
	Type:	OBELISK
	Denomination:	CHURCH OF ENGLAND

#### 4 The Photographs Required

We need good photographs of each memorial, typically to include the following:

- The whole memorial.
- A general photograph showing the memorial and its setting.
- Photographs of the names appearing – sufficient photographs, and of high enough quality, for the names and other relevant information to be read on computer screen.

Two fairly typical examples are provided in the appendix of this guide.

#### 5 Information Required

As well as the photographs we would like some basic information. Typically:

- A location description or address, so that others can find the memorial easily.
- Any known access restrictions, e.g. locked gates or doors.
- Perhaps a brief description of the memorial itself.

#### 6 Addition Information?

If you feel particularly helpful, and if the work is not being done by others, there are two other tasks that could be undertaken on the same visit, namely:

- A transcription of the names of those who died with any addition details appearing, such as date of death, regiment etc. Preferably typed into a Word document or email.
- If the monument is in a churchyard you could also check, via [www.hertsatwar.co.uk/researchlog](http://www.hertsatwar.co.uk/researchlog) to see if there are any relevant men buried and, if so, we would photographs of each headstone (*please note they are not always Commonwealth War Grave Commission headstones*). You may need to make contact to obtain the names and any location information that we may have.

#### 7 When to supply the research

Please do so on a memorial by memorial basis by emailing the photographs, giving clear location details to [jontywild@hertsatwar.co.uk](mailto:jontywild@hertsatwar.co.uk) the file\*<sup>1</sup> making sure that you include the town or village name in the subject line of the email and the other information requested in 5 **Information Required** in the text of the email.

\*1 If you do not know how to do this down load the guide: **Guide - Sending Files and Photographs by Email** from [www.hertsatwar.co.uk/guidesandtemplates](http://www.hertsatwar.co.uk/guidesandtemplates).

**Thank you and now continue with your next memorial or log out more research.**



# 8 Appendix

## 8.1 Example 1 – Photographs of an External Monument

### The monument



The setting



### The named plaques





## 8.2 Example 2 – Photographs of an Internal Monument

### The monument



### The setting



### The named plaque(s)





### 8.3 Example 3 – Photographs of Headstones

The headstone types – they could be privately commissioned or Commonwealth War Grave Commission type



The setting



And if necessary readable text

