

Guidelines for submitting photographs to the OVRC museum

These are guidelines, not rules. Not every guideline has to be met or exceeded. The guidelines can't cover every situation, but instead are written to help the reader get the best possible photographs under the existing conditions and with the equipment the reader has available.

This guideline does not cover video. However, many of the same recommendations for photographs apply equally to video. Any video should be 1 minute or less.

What to photograph

- Canadian made radio related items are of most interest to the museum. However, any item of historic significance or interest can be submitted.
- The item can be something other than a radio. It could be a TV, phonograph, transmitter, test equipment, novelty items, or photographs from the past, etc.

Resolution

- Minimum camera resolution: 10 Megapixels.
- A smartphone or digital camera can be used.

Lighting

- Even lighting is critical to maximize photo quality and minimize shadows and glare.
- More than one light source is recommended.
- Typically, two sources are used. One on the left and the other on the right facing the item being photographed.
- Sources that have adjustable height help reduce shadows (on speaker grills and recessed dials) and glare (on glossy finishes and glass/plastic dial covers).
- A warm incandescent light is recommended over cold fluorescent light.
- Watch for stray light from other sources such as windows, overhead lighting, and reflective surfaces.

Background

- Be aware of the background in the photograph. It should not distract from the item being photographed.

- A white or light neutral coloured backdrop is recommended to be placed behind the item being photographed. This could be a tablecloth or bed sheet. There should be no pattern on the backdrop.
- If a backdrop is not available, or not possible (such as photographing a large console that is difficult to move), remove any distracting, reflective, or personal items from the background.
- Watch for stray light from sources behind the backdrop such as windows, overhead lighting, and reflective surfaces.
- Watch for and try to minimize shadows on the backdrop.
- Watch for folds in the backdrop.

Surface

- The surface the item sits on when being photographed should be:
 - smooth and level.
 - covered with the same or similar material as the backdrop.

Clean and prepare the item

- Remove any light dust and dirt from the item using a microfibre cloth or Swiffer. Dust can appear more prominently in the photograph than by the naked eye.
- Neatly bundle power cords and other wires behind the item.

Photographing the item

- A tripod, or camera stand should be used for stabilization to prevent blurred pictures.
- Take pictures of the item from several angles that are of interest starting with (but not limited to) the front, left, right and back sides.
- Remember that photos of the item can be taken from different heights (eye level looking down, etc.). This can give more of a 3D look and a better sense of size and shape.
- Take lots of pictures. Unused digital pictures are easily discarded.
- The following photos are recommended:
 - the front, left, right and back sides of the item.
 - a close up of the chassis name plate on the back, if it exists.
 - a close up of the dial, if it exists.
 - a close up of the company logo, if it exists.
 - any other interesting or unique features of the item (cabinet, knobs, decals, labels, etc.).
 - if the item has a case, lid, or front/back cover that opens, take photos with item closed and opened (example: 1920s TRF sets).
 - any interesting or unique accessories.
 - any documents like brochures, marketing info, user manuals, etc.

- in the case of a TV, it can be photographed with or without a picture on the screen. (note: it is trickier to take a photo of a TV with a picture on the screen. Also watch for reflections on the screen.)

Editing the photographs

- If the lighting is good, there should be very little editing required.
- It is recommended NOT to use s/w enhancement to cover up defects, scratches, water damage, or other signs of age. The item should be presented as if viewed in person.
- Digitally removing the background from the photograph is NOT recommended.
- Do NOT edit the photographs to put any text in them.
- Ensure the item is centered. Simple cropping can be used for this.
- Leave enough of a boarder around the item so that the museum can add text information about the item.

Organizing the photographs

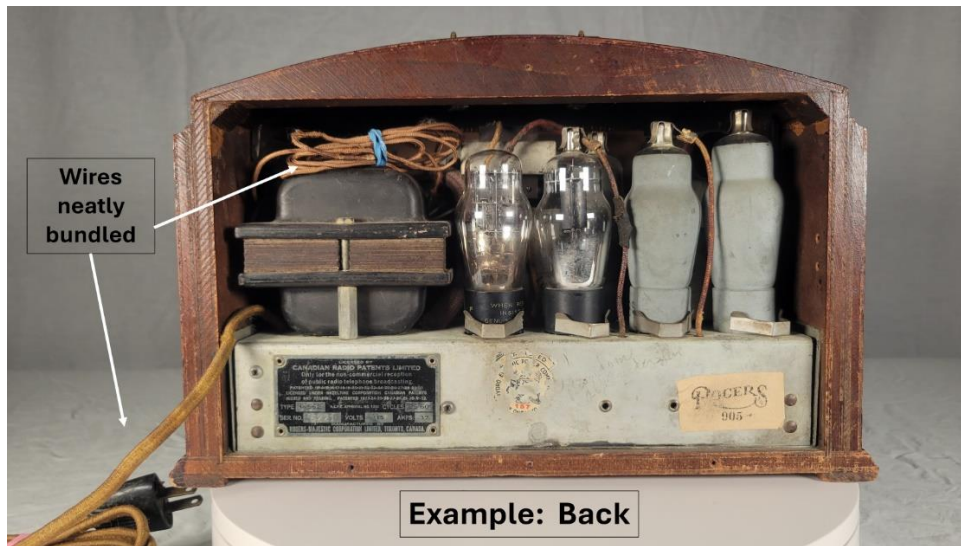
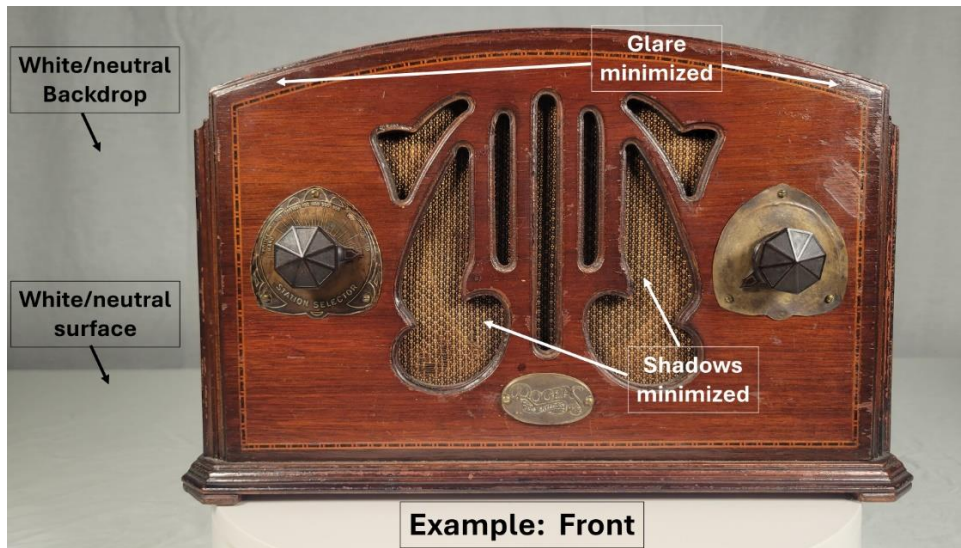
- For each item photographed, select the photographs you want to submit to the museum.
- Place the photographs for each item in its own unique folder.
- Record each item's information in its own separate unique text file. The following is **required** for the museum:
 - Submitter or owner's name (for credit in the museum). It can be anonymous.
 - Category (Radio/TV/Phonograph/Test Equipment/Other, etc.).
 - any of the following can be marked "unknown":
 - Year of manufacture
 - Manufacturer
 - Model name and/or number
 - Other information you feel is important for the museum to have.
- Place the item text file in the corresponding photograph folder.

Submitting the pictures to the museum

- Include your name.
- Include the folder for each item.
- Any special instructions or details.
- Submit the files to the museum curator (or any member responsible for the museum) by USB flash drive or other electronic portable means.

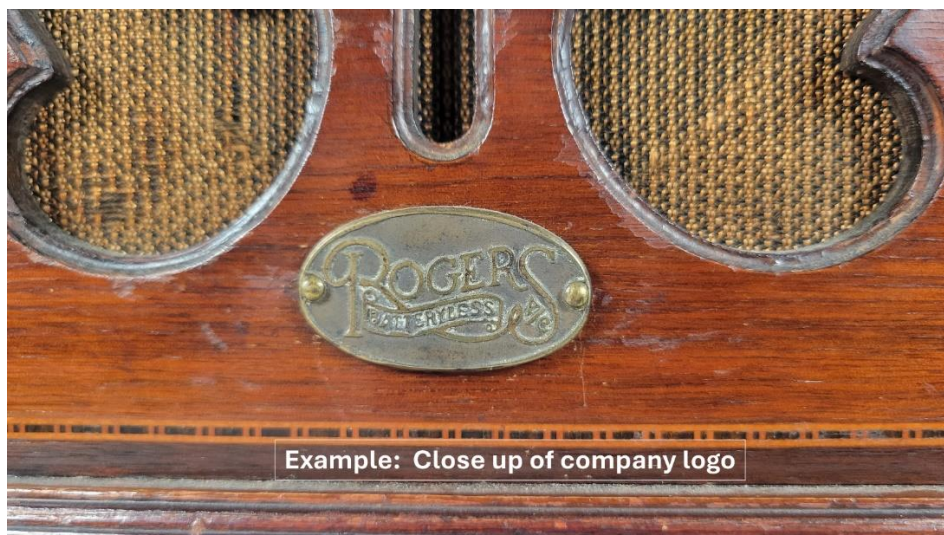
Example photographs

Below are some example photographs.





Example: Close up of name plate



Example: Close up of company logo

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