

# ARCHAEOLOGY IN THE NATIONAL MONUMENTS RECORD

The National Monuments Record (NMR) offers a unique single access point to information on the archaeological sites of England. The detailed information held in our database indexes is complemented by a wide range of survey drawings and reports carried out by investigators from the Royal Commission on the Historical Monuments of England (RCHME) and the Ordnance Survey Archaeology Division. Detailed ground surveys of sites such as Avebury and Maiden Castle are held alongside air photo transcriptions of entire historic landscapes. Examples include air survey of the extensive cropmarks of the Yorkshire Wolds and ground and air survey of the rich prehistoric landscape of Salisbury Plain. From Iron Age hillforts to medieval monastic sites, neolithic enclosures to the archaeology of the Cold War the NMR is an ideal starting point for research into an historical area or about a particular theme.

## USING OUR ARCHAEOLOGICAL RECORD

If you want to know more about the castle in your village, or know more about excavations in your town; if you want to discover new sites on air photographs, make sense of cropmarks or find out more about hillforts or other monuments you should consult the National Monuments Record. The NMR is the national point of contact for anyone seeking archaeological information. It is used by a wide range of people from GCSE to PhD students, local study groups to commercial archaeological and environmental consultants. Local historians and ramblers can gain great insight into the historic earthworks, cropmarks and structures scattered throughout the English landscape. Those involved in the conservation of the heritage make use of our computerised inventories, identifying the presence of archaeological sites and monuments within areas due to be developed, and helping to ensure that such development takes account of the fragile archaeological remains.

## HOW TO ASK FOR INFORMATION

All entries in the NMR database are linked to an Ordnance Survey National Grid Reference. The NMR standard search for archaeological information is a search for entries within an area defined either by a centrepoint and radius of interest, or a box defined by a south-west and north-east corner. **A simple form is available to request a search for archaeological information.**

### STANDARD & PRIORITY SERVICES

#### **Standard Service** (*up to three locations*)

We aim to reply within fifteen working days of receipt of the completed request form. Searches on up to three locations may be requested at any one time. We will supply a **Monuments Index Report** from the NMR MONARCH database for entries within your area(s) of interest free of charge. The index report will indicate the monument name, the county, district, parish and kilometre square within which it lies, its date or period and its type. We will also indicate the number of entries in the NMR Activities Index for your specified area(s).

#### **Priority Service** (*single location only*)

A Monuments Index Report and an indication of entries in the Activities Index (as detailed above) will be despatched within **three working days** of receipt of your request form. Please note that the Priority Service covers a single location only. However up to three adjoining box area searches may be specified to cover irregularly shaped areas.

#### **Signposting**

In addition to searching for information in the NMR, we can also help to identify other sources of information on archaeology, including Sites and Monuments Records.

## THE COLLECTIONS

The information related to archaeology in the NMR is principally indexed on our MONARCH database (see below)

### **The NMR Inventory**

The NMR database, MONARCH, holds over 250,000 records of archaeological sites and monuments, from the Palaeolithic to modern, from rock shelters to parks and gardens. The database is a resource in itself, holding descriptive and interpretative summary information for each monument listed and a signpost to further sources of information, identifying relevant publications and archives held by RCHME.

### **The Activities Index**

Also held on MONARCH is our unique Activities Index of over 42,000 archaeological interventions, including excavations, geophysical surveys and watching briefs. We can tell you where excavations have taken place and where the excavation archive and the results of the excavation can be found. Where possible we also signpost collections held by other bodies.

### **RCHME Archaeological Field Investigation**

The NMR holds the archive deriving from RCHME's archaeological field survey projects from 1908 to the present day (around 5000 individual sites or projects) from the initial county-based published Inventories, to modern thematic surveys of neolithic flint mines, area studies of the Iron Industry and surveys to aid management of World Heritage Sites from Stonehenge to Hadrian's Wall. These detailed plans and drawings offer an informed analysis on the function and form of many major monuments contributing greatly to our understanding of the historic landscape.

### **RCHME Air Survey**

In addition to archaeological field survey, the NMR holds a range of surveys of archaeological sites done through the skilled interpretation of features revealed on air photographs.

The **National Mapping Programme** aims to provide an archaeological map of England at 1:10000 scale from air photographs. At present 20% of the country has been covered including Lincolnshire, the Yorkshire Dales and the Thames Valley.

Larger scale more detailed transcription from air photographs has also been undertaken, both to aid understanding of archaeological landscapes and to complement ground survey work. Detailed surveys and reports include the Roman town of Silchester in Hampshire and the Roman fort, vicus and prehistoric henge complex at Newton Kyme in North Yorkshire.

### **Reference Library**

The NMR reference library comprises over 32,000 books and journals and incorporates the former library of the Ordnance Survey Archaeology Division. Most major national and county journals are included such as Archaeological Journal, Antiquity and Current Archaeology. Our computerised library catalogue includes detailed records migrated from the British Archaeological Bibliography.

### **The Archive of the Ordnance Survey Archaeology Division**

The NMR holds the English component of the archive of the Ordnance Survey Archaeology Division who carried out a unique programme of mapping archaeological remains in the British landscape from the post-war period until 1983. The archive includes around 300,000 index cards with a textual description and bibliography (most text now computerised on MONARCH), illustration cards, antiquity models and linear files covering sites such as Roman Roads and canals.

### **Ground Photographs**

We hold a small selection of ground photographs, including historical views of Stonehenge and Avebury, photographic records of excavations such as the Roman and later remains under York Minster and views of major monuments including Tintagel Castle in Cornwall.

### **Air Photographs**

Air Photographs are a major asset for those interested in interpreting archaeological remains in the landscape, particularly cropmarks (See *Air Photographs in the National Monuments Record* for further information).

### **Microfilm**

We hold around 6,000 microfilmed excavation archives, including such well known excavations as that of the Jorvik site in Coppergate in York.

## **OTHER SERVICES**

If you would like to request a more specialised search e.g. a thematic search or a defined geographical area that does not fit the standard search criteria, please contact the Archaeology team on the telephone number below for details of available services and relevant fees.

## **VISITS**

Once we have completed our search you may wish to arrange to visit Swindon to consult archive material. To ensure that material is available, please contact us in advance to arrange an appropriate date and time.

## **REPROGRAPHIC SERVICES**

If a visit is not possible copies of most items including survey drawings, detailed database listings and photographs can be supplied by post, subject to our current price list. We will inform you of any costs in advance and invoice on supply.

## **TO FIND OUT MORE**

If you would like to discuss your requirements further, or would like any further information about the NMR archaeological resource, please do not hesitate to contact the Archaeology Team.

### **Public Services - Archaeology**

**National Monuments Record Centre, Great Western Village, Kemble Drive, Swindon, SN2 2GZ**

**Tel: 01793 414712 Fax: 01793 414606 E-mail: [info@rchme.gov.uk](mailto:info@rchme.gov.uk) Web: <http://www.rchme.gov.uk>**

# AIR PHOTOGRAPHS IN THE NATIONAL MONUMENTS RECORD

The National Monuments Record (NMR) houses the largest reference collection of air photographs in England, around four million in total. Details of each photograph, including location, date, format and copyright are held on our PHOTONET database which allows us to identify our holdings for any point or area in the English landscape and send you a listing of prints held. Examples of the use of air photographs and an introduction to our collections are given below.

## USING OUR AIR PHOTOGRAPHS

**Anyone who is interested in what an area looked like in the past will find our air photographs useful.** Air Photographs give a unique angle on any site, allowing us to see a place as it really is (or was). The aerial viewpoint allows us to see features that might otherwise be hidden. It also allows us to understand the relationships between a particular point of interest and its surrounding landscape. From people looking for photographs of the place they were born to multi-national engineering companies researching the environmental history of development sites, air photographs fulfil a particular need. Archaeologists use them for initial site identification and detailed interpretation and mapping. Local Study groups researching the history of their town or village have the opportunity to look back in time, examining features long gone through modern agriculture or development. Those responsible for environmental planning at a local or regional level use our collections to monitor land use change. Teachers come to us to identify air photographs relevant to elements of the national curriculum. Students, from school to university, use our photographs to illustrate theses and essays on a wide range of subjects. Geotechnical and environmental engineers and consultants use our collections to produce site evaluation and contaminated land reports. The legal profession and individuals involved in litigation such as boundary disputes, use air photographs to establish, prove or disprove historic patterns of land use. The media, from newspapers and books through to television and the internet see the value in using our images to illustrate publications and programmes. Researchers use our products in educational and technical reports. Members of the public search our collections for photographs of places that are of significance to themselves for local history or family history studies.

## HOW TO ASK FOR INFORMATION

You can ask us to identify photographs that cover your area of interest. We ask for requests in writing, but this can take the form of letters, faxes, e-mails, completing an enquiry form on our Web site, or you can visit in person.

To carry out a search we need details of the area of interest in the form of an Ordnance Survey (OS) National Grid reference (e.g. point TQ123 456 plus 600m - there are other examples on our search request form) and, where possible, a photocopy of an OS map with the area marked on it. Our **search request form** has more examples of what we can do and information about how to request different dates and scales. If you do not have a copy, or if you have any concerns about asking us to find photographs, please contact us and we will help. If you visit the National Monuments Record Centre you can search the specialist collection yourself, but the vertical collection needs to be searched by staff.

## STANDARD & PRIORITY SERVICES

### Standard Service

We aim to reply within fifteen working days of receipt of the completed request form. You will be informed of the extent of our holdings on your search area. We will search on up to three site/areas for any enquiry. However no area or combination of areas should exceed 15 square kilometres. If you have more than one area, please fill out a separate form for each one, or clearly define the different searches if you do not have access to a form. No search fee will be charged for the standard service unless it is deemed outside the specified criteria.

### Priority Service

For people who need information in a hurry, we have a priority service. We will send out the results of your search within three working days. **Please note that the Priority Service covers a single site/area only.** The priority service will be charged at the current rate (please see Price List). You do not need to send payment with your request, you will be invoiced with the results. Please state clearly on your request that you wish to use the PRIORITY service.

### Signposting

In addition to searching for information in the NMR, we can also help to identify other sources of Air Photography.

## THE COLLECTIONS

Between them, our collections cover the whole of England. They provide a unique record of the country, with photographs dating from the earliest days of flying to the present day. The Air Photo Library has grown over many years and there are many different copyright holders. Most photography is available for consultation in our public searchroom in Swindon and we can provide copies of the majority of the prints. If the copyright is not ours we will identify the copyright holder for you. Although we talk about a single library, there are two main collections.

### The Specialist Collection

Our Specialist collection consists of over 600,000 **oblique** air photographs and is constantly being enhanced. These photographs are predominantly of archaeological, architectural and landscape subjects and date from the 1930s to the present day, plus a small range of very early prints. This collection is organised by Ordnance Survey National Grid Reference and visitors to our search rooms can browse this collection for themselves.

### The Vertical Collection

A general collection of over 3 million **vertical** air photographs. This includes the national cover taken by the RAF in the 1940s plus cover from the Ordnance Survey and commercial sources, for example :

	<u>Scales</u>
• RAF - from 1940 to 1965, including the 1946/7 national survey at 1:10,000 scale	1:2,500 - 1:60,000
• Ordnance Survey - from 1952 to 1979. ( Some photograph post 1979 is available for reference only)	1:5,000 - 1:23,000
• Meridian Airmaps Ltd from 1952 - 84	1:3,000 - 1:30,000

**Please Note:** The vertical collection is held in a controlled environment in our archive store and is not available for immediate browsing. Public Services staff retrieve prints on behalf of visitors, but only after the completion and processing of a formal search request.

## OTHER SERVICES

If your request does not fall under the scope of the services described above, we will probably still be able to help. There will, however, be a charge involved, due to the extra work needed. If you would like to discuss the search, or indeed have any other questions or concerns, please feel free to contact us and we will happily discuss your requirements and answer your questions.

## VISITS

Once we have completed the search, you can arrange an appointment at the NMRC to view the photography. Please contact us if you wish to visit, and allow us at least five working days notice. When you contact us, we can advise you of the earliest visiting date available and arrange an appointment.

## REPROGRAPHIC SERVICES

We can supply photocopy, photographic and laser copies of most of the photographs in our collections. (Please see our price list for further details.) An order for photographic or laser copies needs to be in writing. We will inform you of any costs in advance and invoice on supply.

## TO FIND OUT MORE

If you would like to discuss your requirements further or would like further information about NMR Air Photographs, please do not hesitate to contact the Air Photos Team.

**Public Services - Air Photographs**

**National Monuments Record Centre, Great Western Village, Kemble Drive, Swindon, SN2 2GZ**

**Telephone : 01793 414733 Fax : 01793 414606 Email : [info@rchme.gov.uk](mailto:info@rchme.gov.uk) Web: <http://www.rchme.gov.uk>**

NATIONAL MONUMENTS RECORD

**SEARCH REQUEST - AIR PHOTOGRAPHS**

Please read the guidance notes overleaf before completing this form. Please ensure that you complete the form **in full**, we cannot begin searching until all the relevant information has been received. To find out more about our services please refer to the 'Air Photographs in the National Monuments Record' leaflet.

**YOUR DETAILS** (Please print clearly)

NAME	YOUR REF
ADDRESS	TEL NO
	FAX NO
	DATE
POSTCODE	SIGNED
e-mail	

REASON FOR REQUEST

**AREA OF INTEREST**

PLACE NAME..... ORDNANCE SURVEY 1:50,000 SHEET NUMBER .....

(Please select the most appropriate option, provide a national grid reference including grid letters and a copy of a map if possible. Please see notes on back for limits to area size.)

Point plus radius .....eg TQ 445 779 +500m

Box .....eg TQ 440 770 to TQ 456 779

Line .....eg TQ 445 779 (start) (note any direction changes)  
TQ 561 786 (end)

Polygon .....eg centred on TQ 48 78 (include map)

DATES REQUIRED..... SCALES REQUIRED .....

SEARCH THE VERTICAL COLLECTION ( STEREOSCOPIC / SINGLE COVER\*)

SEARCH THE OBLIQUE COLLECTION \*DELETE AS APPROPRIATE

PLACE AN 'X' IN THE BOX IF YOU REQUIRE **THE 3 DAY PRIORITY SERVICE** (Please check with us for the current price of this service)

Are there any other details that may help us answer your enquiry?

Where did you hear about us?

## **GUIDANCE NOTES**

*Please read these notes carefully before completing the form - complete a separate form for each area of interest. If you have any queries, please contact NMR Public Services (Air Photos) for advice.*

### **What information do we need from you?**

This form is intended for enquiries on an **individual** area. Please complete the form in as much detail as possible. If you feel that there are any other details which could help us answer your enquiry, please include them. The following should clarify what we mean when we ask about grid references, dates and scales.

**PLACE NAME AND GRID REFERENCE:** To carry out a search we need details of the area of interest in the form of an Ordnance Survey (OS) National Grid reference (see examples overleaf) and where possible, a photocopy of an OS map with the area marked on it.

**DATES REQUIRED:** If you request a search of All dates, we will advise you of photography that covers your site, taken at any date. (NB, within the parameters of the scale decided.) If you require photographs of a specific date, please specify this so that we can restrict the search to meet your needs. If you do not specify a date we will search on 'All'.

**SCALES REQUIRED:** The scale of photography defines how big things appear on the photograph. The table below indicates how much land a 9"x9" photograph would cover. NB IF YOU DO NOT SPECIFY A SCALE, WE WILL SEARCH ON SCALES THAT APPEAR MOST RELEVANT TO YOUR NEEDS. Putting 'All' will mean that we limit to around 1:20,000 and larger scale unless you specifically tell us that you want small scale photographs as well, as small scale photographs are usually of much less use to our customers.

Scale	Kilometre square	Miles square	
1:7500	3.0	1.25	LARGE SCALE
1:10,000	5.3	2.00	LARGE/MEDIUM SCALE
1:20,000	21.0	8.00	MEDIUM SCALE
1:60,000	190.0	73.00	SMALL SCALE

### **VERTICAL COLLECTION / OBLIQUE COLLECTION**

For information on our two collections, please see the leaflet 'Air Photographs in the NMR'.

### **STEREOSCOPIC COVER**

Vertical Photographs are normally taken so that photographs overlap by about 60% (fore to aft). This allows pairs of photographs to be viewed in 3D with the aid of a stereoscope. If you do not stereoscopic/single cover, we will assume single. This means that we may not pull the photography that you need to achieve stereoscopic cover.

### **What can you expect to receive from us?**

**Standard Service** (*up to three separate site/areas - please complete a separate form for each site/area*)

We aim to reply within 15 working days of receipt of the completed request form. We will search on up to three site/areas for any enquiry. However no area or combination of areas should exceed 15 square kilometres. Searches on up to three locations may be requested at any one time. We will supply a listing from our Photonet database of photographs we hold for your area(s) of interest free of charge. The listing will indicate the scale, format, date and copyright status of each photograph we hold.

**Priority Service** (*single site/area only*)

We have a priority service for customers that need their information urgently. We guarantee to dispatch the results for your enquiry, by first class post, within 3 working days of receiving your fully completed request form. The charge for this service is PER SITE/AREA OF INTEREST. \*

### **Further Information**

On receipt of the Photonet listing you may wish to order \* copies of photographs or arrange to visit the Public search Room in Swindon to view them. Photocopies, laser copies and photographic prints can be supplied subject to the copyright status of the individual prints.

**\*Current charges are given in our Price List.**

**Public Services - Air Photographs**

**National Monuments Record Centre, Great Western Village, Kemble Drive, Swindon, SN2 2GZ**

**Telephone: 01793 414733 Fax: 01793 414606 Email: [info@rchme.gov.uk](mailto:info@rchme.gov.uk) Web: <http://www.rchme.gov.uk>**

## NATIONAL MONUMENTS RECORD AIR PHOTOGRAPHS

Explanatory notes to be used in conjunction with  
computer printouts of **SPECIALIST (oblique)** air photographs

### Accession Number

The **Accession number** is comprised of letter codes which identify the source of the photography and a number which identifies a particular film. In some instances, artificial codes have been generated, further details about which can be provided if required.

The accession number is the primary identifier for any film. It should ideally be used in conjunction with the **NGR index number** to serve as a check against possible transcription errors.

### Frame

The **Frame number** is the number which identifies an individual photograph within a film and must be used in conjunction with the **accession number**.

### NGR Index Number

The **NGR Index number** is a unique number allocated to each photograph in the collection.

That part of the reference which precedes the /, indicates the 1 kilometre grid square in which the photograph falls. The number after the / is an incremental accession number within the 1 kilometre square, eg a photograph with the reference TG1234/7 would be the seventh photograph placed in the collection that fell within the 1 kilometre square TG1234.

The **NGR Index number** should be used in conjunction with the **accession number** to act as a check against possible transcription errors.

### Original Number

The **Original number** is a reference allocated by the source organisation/photographer, but is not consistent in its application. It therefore serves primarily as an internal form of cross reference and should not be used where the **NGR index number** or **accession number** are known.

### Copyright

The **Copyright** code identifies the owner of the copyright. If publication in any form is intended, you should contact us for advice.

### Repository

The **Repository** code identifies the location/holder of the original film. If this is not shown as NMR, then copies of photographs may not necessarily be available direct from the National Monuments Record. Where this is the case, you should ask for further details about obtaining copies from third parties.

### Film Details

**Film details** are split into three categories. The first column identifies the format which will be either 'V' for vertical photography or 'B' for an oblique photograph. The second column identifies the format of the negative, eg 35mm, sheet film etc. The third column identifies the emulsion type, eg monochrome, colour etc.

### Date

The **Date** shown is the date on which the photograph(s) was taken, (see **date flag**).

## DF

The **Date flag** is an indicator of the accuracy of the date where shown, viz.

Date flag 1 = date correct as shown.

Date flag 2 = correct to month only.

Date flag 3 = correct to year only.

Date flag 4 = correct to decade.

Date flag 5 = date unknown.

In each case, a full date will be shown but with default values where appropriate viz. 01/Jan/00.

## 6 Fig. NGR

The **6 Figure NGR** indicates the approximate centre of the photograph.

NB. Not all headings will necessarily appear on your computer listing, as each listing is tailored to suit individual needs.

**TO HELP US HELP YOU, PLEASE QUOTE YOUR CUSTOMER ENQUIRY REFERENCE NUMBER IN ALL COMMUNICATIONS. YOU WILL FIND THIS NUMBER ON THE FIRST PAGE OF YOUR LISTING.**



## NATIONAL MONUMENTS RECORD AIR PHOTOGRAPHS

Explanatory notes to be used in conjunction with computer printouts of **VERTICAL** air photographs

### Library Number

The **Library number** is a unique number allocated to a block of photographs, and is one of the primary ways of identifying photography. It should ideally be quoted in conjunction with the **Sortie number**.

### Sortie Number

The **Sortie number** is a unique number allocated by the source organisation, eg RAF, Ordnance Survey. It is one of the primary ways of identifying photography and should ideally be quoted in conjunction with the **Library number**.

### Date

The date shown on the computer listing is the date on which the photograph(s) was taken, (see **date flag**).

### Date Flag

The **Date flag** is an indicator of the accuracy of the date where shown, viz.

Date flag 1 = date correct as shown.

Date flag 2 = correct to month only.

Date flag 3 = correct to year only.

Date flag 4 = date uncertain/unknown

In each case, a full date will be shown but with default values where appropriate viz. 01/Jan/00.

### Scale

The **Scale** of the photography is the target scale which the survey aimed to achieve. However, each photograph may be at slight variance as a result of changes in altitude of the aircraft and or topographical variations.

### Quality

The **Quality** of the photograph is indicated by a variety of letter codes which may be used in combination.

- A denotes good quality imagery with minimal or no cloud cover.
- B denotes that cloud cover may exist or that the image quality is less than perfect as a result of camera problems or air quality (haze/smoke/pollution).
- C denotes considerable cloud cover or poor quality imagery.

In each case, the photography will have been assessed on the average quality of the whole sortie. Individual photographs may therefore be better or worse than the coding implies.

When photography is flown by the RAF for survey purposes, XYZ may replace ABC.

### Focal length

The **Focal length** of the camera lens is used in combination with the flying height of the aircraft to determine the nominal scale of the photography.

The visual affect on the resultant photography may be seen in the amount of overthrow or lean that taller features may display. This may be particularly obvious towards the edge of the photograph.

Because the amount of overthrow or lean is a combination of focal length and flying height, the actual affect on the resultant image cannot be easily quantified but is normally more apparent as the scale of the photography and the focal length increases.

### Repository

The **Repository** code identifies the location/holder of the original film. If this is not shown as NMR, then copies of photographs may not necessarily be available direct from the National Monuments Record. Where this is the case you should ask us for further details about obtaining copies from third parties.

### Copyright

The **Copyright** code identifies the owner of the copyright. If publication in any form is intended, you should contact us for advice.

### Format

The photography held by us is in a variety of formats. All values shown are in inches, thus an entry of 87 would indicate that the photograph is nominally 8" x 7". The preceding letters 'BW' indicate black and white photography and the letters 'IR' indicate that the photography has been exposed on black and white infra red film.

Occasionally, other letters may prefix the entry, in which case, we will be able to advise you further.

### Camera Position

The **Camera position** code represents the position of the camera in the aircraft and is a crucial part of the photograph's identity. It should always be quoted as a prefix to the frame number.

### Start Frame/End Frame

Most vertical photography is taken in a series of overlapping runs and therefore has a start and end frame to each run. In some cases, the start and end frame shown on the listing will be the same, indicating that only one photograph from that particular run is relevant to the area of interest.

NB. The number of photographs within each run can be calculated by subtracting the start frame from the end frame and adding 1.

### Held

This column is for internal use only.

NB. Not all headings will necessarily appear on your computer listing, as each listing is tailored to suit individual needs.

**TO HELP US HELP YOU, PLEASE QUOTE YOUR CUSTOMER ENQUIRY REFERENCE NUMBER IN ALL COMMUNICATIONS. YOU WILL FIND THIS NUMBER ON THE FIRST PAGE OF YOUR LISTING.**

NATIONAL MONUMENTS RECORD

SEARCH REQUEST - AIR PHOTOGRAPHS

Please read the guidance notes overleaf before completing this form. Please ensure that you complete the form **in full**, we cannot begin searching until all the relevant information has been received. To find out more about our services please refer to the 'Air Photographs in the National Monuments Record' leaflet.

YOUR DETAILS (Please print clearly)

NAME	YOUR REF
ADDRESS	TEL NO
	FAX NO
	DATE
POSTCODE	SIGNED
e-mail	

REASON FOR REQUEST

AREA OF INTEREST

PLACE NAME..... ORDNANCE SURVEY 1:50,000 SHEET NUMBER .....

(Please select the most appropriate option, provide a national grid reference including grid letters and a copy of a map if possible. Please see notes on back for limits to area size.)

Point plus radius .....eg TQ 445 779 +500m

Box .....eg TQ 440 770 to TQ 456 779

Line .....eg TQ 445 779 (start) (note any direction changes)  
TQ 561 786 (end)

Polygon .....eg centred on TQ 48 78 (include map)

DATES REQUIRED..... SCALES REQUIRED .....

SEARCH THE VERTICAL COLLECTION ( STEREOSCOPIC / SINGLE COVER\*)

SEARCH THE OBLIQUE COLLECTION \*DELETE AS APPROPRIATE

PLACE AN 'X' IN THE BOX IF YOU REQUIRE THE 3 DAY PRIORITY SERVICE (Please check with us for the current price of this service)

Are there any other details that may help us answer your enquiry?

Where did you hear about us?

## GUIDANCE NOTES

*Please read these notes carefully before completing the form - complete a separate form for each area of interest. If you have any queries, please contact NMR Public Services (Air Photos) for advice.*

### What information do we need from you?

This form is intended for enquiries on an **individual** area. Please complete the form in as much detail as possible. If you feel that there are any other details which could help us answer your enquiry, please include them. The following should clarify what we mean when we ask about grid references, dates and scales.

**PLACE NAME AND GRID REFERENCE:** To carry out a search we need details of the area of interest in the form of an Ordnance Survey (OS) National Grid reference (see examples overleaf) and where possible, a photocopy of an OS map with the area marked on it.

**DATES REQUIRED:** If you request a search of All dates, we will advise you of photography that covers your site, taken at any date. (NB, within the parameters of the scale decided.) If you require photographs of a specific date, please specify this so that we can restrict the search to meet your needs. If you do not specify a date we will search on 'All'.

**SCALES REQUIRED:** The scale of photography defines how big things appear on the photograph. The table below indicates how much land a 9"x9" photograph would cover. NB IF YOU DO NOT SPECIFY A SCALE, WE WILL SEARCH ON SCALES THAT APPEAR MOST RELEVANT TO YOUR NEEDS. Putting 'All' will mean that we limit to around 1:20,000 and larger scale unless you specifically tell us that you want small scale photographs as well, as small scale photographs are usually of much less use to our customers.

Scale	Kilometre square	Miles square	
1:7500	3.0	1.25	LARGE SCALE
1:10,000	5.3	2.00	LARGE/MEDIUM SCALE
1:20,000	21.0	8.00	MEDIUM SCALE
1:60,000	190.0	73.00	SMALL SCALE

### VERTICAL COLLECTION / OBLIQUE COLLECTION

For information on our two collections, please see the leaflet 'Air Photographs in the NMR'.

### STEREOSCOPIC COVER

Vertical Photographs are normally taken so that photographs overlap by about 60% (fore to aft). This allows pairs of photographs to be viewed in 3D with the aid of a stereoscope. If you do not stereoscopic/single cover, we will assume single. This means that we may not pull the photography that you need to achieve stereoscopic cover.

### What can you expect to receive from us?

**Standard Service** (*up to three separate site/areas - please complete a separate form for each site/area*)

We aim to reply within 15 working days of receipt of the completed request form. We will search on up to three site/areas for any enquiry. However no area or combination of areas should exceed 15 square kilometres.

Searches on up to three locations may be requested at any one time. We will supply a listing from our Photonet database of photographs we hold for your area(s) of interest free of charge. The listing will indicate the scale, format, date and copyright status of each photograph we hold.

**Priority Service** (*single site/area only*)

We have a priority service for customers that need their information urgently. We guarantee to dispatch the results for your enquiry, by first class post, within 3 working days of receiving your fully completed request form. The charge for this service is PER SITE/AREA OF INTEREST. \*

### Further Information

On receipt of the Photonet listing you may wish to order \* copies of photographs or arrange to visit the Public search Room in Swindon to view them. Photocopies, laser copies and photographic prints can be supplied subject to the copyright status of the individual prints.

*\*Current charges are given in our Price List.*

Public Services - Air Photographs

National Monuments Record Centre, Great Western Village, Kemble Drive, Swindon, SN2 2GZ

Telephone: 01793 414733 Fax: 01793 414606 Email: [info@rchme.gov.uk](mailto:info@rchme.gov.uk) Web: <http://www.rchme.gov.uk>