



THE WAR GRAVES PHOTOGRAPHIC PROJECT



In Association
with the CWGC



Guidance and Volunteer Policy

Thank you for offering to help **The War Graves Photographic Project**, which is very much appreciated.

The following information is a guide only. However, if you are unsure of any issues then please contact either Steve on steve@twgpp.org or Derek on derek@twgpp.org

Getting started

After initial contact, and having determined in what area you would like to help, you will be forwarded an Excel spreadsheet for the appropriate cemeteries on which there will be a list of names. These are of the 'known' Commonwealth burials as supplied by the Commonwealth War Graves Commission but only cover the period of WWI and WWII.

We are also archiving images of gravestones from the Pre and Post War period to present day but these are not listed. These are primarily Ministry of Defence (MoD) stones (Post war) and can be recognised below, on the right, in comparison to the CWGC pattern on the left.



CWGC Pattern



MoD Pattern

Pre WW1 Headstones can be in many variations as no set pattern was in force.

Another type of gravestone we are capturing is the 'family' memorial where a serviceman who died abroad is commemorated on a family type headstone (see below).



Family memorials

Photography

All images submitted should be in digital format with camera set to highest resolution (not RAW). Low resolution photographs tend to be pixalated or blurred if printed.

The 'aspect' is always important so the picture should be taken from straight ahead and in 'Portrait' mode as shown in the examples. Not too much background but not cropped too close either. Standard frame and not wide angle.

Please remember to take a couple of **cemetery or churchyard Views** which will be included with requests.

Naming the photographs

To allow us to process the digital images and make them easier to search for we need them to be named. This can prove most time consuming especially where larger cemeteries are concerned.

Each image should have the name of the serviceman. In the broadest terms the image should be named for example: [Rogers_S](#) for a name like 'Able Seaman Steve Rogers'. We do not need any other details as the images are processed by surname first, then initial.

Once completed the photographs can be submitted on a CD, DVD or USB stick to Steve Rogers 11 Falcon Road, Horndean, Hants , PO8 9BY UK. Or, if small numbers, can be sent by e mail to steve@twgpp.org . 'We Transfer' is an alternative method of submission (ask Steve)

To Reiterate

The project is collecting all war graves of all armed forces that have died in service.

- Private / Family memorials – **YES**
Any grave that commemorates a serviceman or woman who has died in service (not retired). For larger memorials take a picture of the whole stone and then a close up of the inscription.
- Private memorials on top of CWGC plots – **YES**
Families had the choice of a private stone or CWGC pattern. Therefore you may not find all CWGC pattern stones on your list.
- Private memorials on internal church plaques – **YES**
But remember only to individuals not groups of men.
- Local town or village memorials – **NO**
These are being collected by the Imperial War Museum under its 'National Inventory of War Memorials'.



Volunteer policy

The War Graves Photographic Project is a volunteer organisation, working in association with the Commonwealth War Graves Commission, to provide a photographic archive of war grave pictures that are available on request.

The Volunteer Policy describes a number of issues that need to be considered before volunteering to help. If you are not comfortable with these then please ask for further guidance. By agreeing to continue as a volunteer you are accepting the guidelines below.

Finance

As a voluntary organisation no one receives any financial help for what they do. No expenses or remuneration of any kind are paid to volunteers.

Support

Support in the form of information and guidance will be provided where necessary to enable volunteers to visit locations and take the photographs. This will be via e mail or telephone. Snail-mail is not normally used due to cost of postage. Your e mail address will be maintained on the project database until the time you request to have it removed.

Volunteers

No one is employed by the TWGPP and therefore go about their business entirely at their own risk and expense. As a volunteer your name will be listed on the website (unless expressly requested otherwise) which can be referred to should you be questioned as to what you are doing taking photographs in cemeteries. You are NOT working for or representing the CWGC but are representing TWGPP.

Age Restriction - Due to the locations of some of the cemeteries no one under the age of 18 years can be regarded as a volunteer unless taking part within an organised group or with parents or guardians.

Health and Safety

All cemeteries are at outdoor locations and these bring their own hazards such as high walls, railings, slippery surfaces, insecure headstones and in some places unsavoury behaviour. In the course of helping with the project you are not to put yourself in any danger at all and if approached by third parties, be polite in explaining what you are doing. Cemetery staff are usually very helpful when they know what we are up to and in most cases will go out of their way to help.

Problems

Should you encounter any problems involving a third party please leave the location and return home informing Steve of the incident and if deemed appropriate inform local authorities too.

Safety Aide Memoire

- Where possible don't go alone – Take a companion
- Don't enter urban cemeteries if you are unfamiliar with the exits
- If there is a cemetery office let them know you are there
- Refrain from visiting in the late evening or night
- Don't take valuables and keep camera gear to the minimum
- Be aware of those around you.

Copyright

By volunteering and forwarding images or information to the project you agree to share the copyright you hold to such information in whatever format to be used by The War Graves Photographic. You will be credited as providing such information if your details are known unless you request not to have your name mentioned.

E Mail

By volunteering you agree to receive regular updates and bulletins from The War Graves Photographic Project via e mail unless you specify that you wish to be removed from the mailing list.