

North Bethesda Camera Club – ELECTRONIC ARCHIVE POLICY

Summary

Beginning in 2005, the Electronic Image Competition (EIC) Committee of NBCC began maintaining an Archive of electronic images and electronic slide shows submitted to competitions and exhibitions. The intent of this electronic Archive is to build a proud legacy of photographic excellence representing some of NBCC's best work through the years. It provides an invaluable resource for member education, Club publicity, and other benefits. The Archive will not be used for any commercial purpose, and NBCC has established practices to protect the contents from loss or unauthorized use. Of course, members are not required to participate, and can elect to exclude their works from the Archive. This interim policy is subject to revision by the NBCC Board of Directors.

Policy Statement

By submitting an *item* (Electronic Image Competition entry or electronic slide show) to NBCC, the member agrees to the following policy.

Participation in the Archive is optional. An owner can choose at any time and for any reason to permanently exclude their past and/or future works from the Archive by submitting a written request to the Chairperson of the EIC Committee. Otherwise, by default the submitted item is eligible for storage in the Archive.

Storage. NBCC may store the item in its electronic Archives unless the member requests that their entries be excluded or withdrawn as described above. NBCC shall maintain and follow procedures to protect Archive items against damage or loss and against unauthorized dissemination or use. However, NBCC does not guarantee to store items forever, and may choose to modify or discontinue and delete the Archive at a future time.

Use. NBCC is allowed to use the item for non-commercial Club-sponsored purposes. The member retains all rights to the item, including copyright. Anticipated NBCC uses include:

- A. End of Year (EOY) Electronic Image Competitions – only files from the Archive will be entered (no re-submitted images will be accepted)
- B. Historical record of Club competitions and slide shows
- C. Posting winning images (in reduced form to deter unauthorized use) on the Web site
- D. Creating best-of-the-best Club internal demonstrations
- E. Surveying past NBCC works when deciding upon topics and encouraging participants for local exhibits, international competitions, etc. Items from the Archive will not be submitted directly.
- F. Display of images, photo essays, and other archived media for sharing of NBCC photography at the discretion of the Board, such as at community outreach organizations.



Electronic Archive - Implementation and Procedure

The NBCC President delegates responsibility for implementation of the Electronic Archive Policy to the Chairperson of the EIC Committee. The Chairperson will direct the EIC Committee members in the following activities:

1. Organize the Archive to permit effective use (e.g., in folders by date, with assignments listed, cataloging and indexing as appropriate).
2. Check in new additions to the Archive on a regular basis (e.g., monthly), and visually verify file contents as needed to ensure data integrity. New additions will include original image files as used in competitions, competition slide show files including winner markings (if available), and final version slide essay shows.
3. Maintain one single master Archive on the NBCC computer or other designated computer.
4. Protect against catastrophic loss by regularly creating two backups of the Archive and storing them at two different locations.
5. Strictly forbid the making of additional copies of the Archive or any portions thereof, except as required for NBCC-sponsored purposes such as the Winners Gallery on the NBCC Web site. This practice prevents proliferation of copies and thus inhibits unauthorized use.
6. Provide the maximum reasonable level of physical security for the Archive, by safeguarding both the master Archive computer and backup storage media against theft, accidental loss, inadvertent transmission, unauthorized access, etc.
7. Fulfill in a timely manner owners' requests to variously (a) permanently delete all their stored items from the Archive; (b) exclude all their future items from addition to the Archive; and (c) permanently delete prior year's items from the Archive after collecting entries for the end-of-year competitions. After deletions from the Archive, create replacement backups as necessary and destroy or erase the old backups. The Webmaster will separately remove items from the NBCC Web site if applicable.
8. Fulfill requests by the Board to research the Archive and to retrieve, organize and display data. Advise the Board about maintaining the security of Archive contents during use.

