

# North Bethesda Camera Club –ARCHIVE POLICY

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## Summary

The intent of an 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.

In addition to this general archive policy, the Competition Committee has very detailed procedures for its archival of all images and data related to that committee's scope; that document is entitled "Electronic and Print Coordinator's Handbook".

## Policy Statement

By submitting an electronic item (e.g., images, videos, presentations) for any Club activity to NBCC, the member agrees to the following policy.

**Participation** in the archive is optional. A member can choose at any time and for any reason to permanently exclude his/her past and/or future works from the archive by submitting a written request to the Chairperson of the applicable committee through which it was initially submitted. Otherwise, by default the submitted items are eligible for storage in the archive.

**Storage.** 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 items for non-commercial Club-sponsored purposes. The member retains all rights to the items, including copyright. Anticipated NBCC uses include:

- a. End of Year (EOY) Image Competitions – only files from the archive will be entered (no re-submitted images will be accepted)
- b. Historical record of Club competitions and photo essays
- c. Posting winning images on the Club website
- 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 or presentations for sharing of NBCC photography at the discretion of the Board, such as at community outreach organizations, field trips and programs.



## Electronic Archive - Implementation

Archives will be established and maintained for both competition and non-competition items (as previously defined). The physical location/specific implementation of the archives, per type of item, may vary depending on functional needs and available technology to support archival. Due to the multiple implementations, maintenance of the archives will be distributed amongst NBCC positions and will need to consider interaction with the NBCC website and ease of maintenance for members.

1. The archive shall be implemented to enable ease of logical access and display from the NBCC website as well as simplicity of maintenance on the archival platform(s) itself.
  - a. The chair of each relevant committee for which an item is archived will ensure the archive is organized to permit effective use (e.g., in folders by date, with assignments listed, cataloging, and indexing as appropriate). For competition related items, the responsible person will ensure the items are archived 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 files including winner markings (if available), and final version slide essay shows.
2. The Club's website will serve as a short-term archival for most current material (frequency of update documented in the website maintenance guide).
3. The Club's additional archival platforms will include Club-level accounts such as GoogleDrive and SmugMug.
  - a. Access to these accounts will be granted to the members identified as responsible for maintaining the applicable portion.
4. Backup of all these cloud-based platforms is part of the benefit of using them.
5. The archive shall:
  - a. Strictly forbid the making of additional copies of the archive or any portions thereof, except as required for NBCC-sponsored purposes.
  - b. Provide the reasonable level of security for the archive by safeguarding the archive media against theft, accidental loss, inadvertent transmission, unauthorized access, etc.
  - c. Fulfill in a timely manner owners' requests to variously (1) permanently delete all their stored items from the archive; (2) exclude all their future items from addition to the archive; and (3) relocate prior year's items from the website archive to the longer-term archive. The webmaster or other authorized person will separately remove items from the NBCC website if applicable.
  - d. Fulfill requests by the Board to research the archive and to retrieve, organize and display data.

