

Southeast Coast Network

National Park Service
Inventory and Monitoring Division



Standard Operating Procedure 2.1.07

Digital Photograph Management—Version 3.0

Please cite this as:

Southeast Coast Network. 2016. Digital photograph management—Version 3.0. Standard Operating Procedure NPS/SECN/SOP—2.1.07. Southeast Coast Network, Athens, Georgia.

Summary

This standard operating procedure (SOP) provides instructions for management of digital photographs, and focuses on handling the data once collected—how to preserve originals, edit, and preserve original and final data and library files. This document does not describe the rationale for data collection, as that information is included in the individual long-term monitoring protocols (and is therefore outside the scope of this document). This document is not a cheat sheet or user guide in software specific tasks and applications. Rather, this document provides instructions on following digital photo and photo metadata standards to ensure proper acquisition, management, preservation, and availability of digital photographs throughout their useful life.

Revision Log

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #
1.0	10/2/2012	C.J. Wright	Updated NPS photo standards; workflow changed to reflect current information management systems; roles and responsibilities assigned; naming convention updated; publication standards added.	Previous content was out of date.	2.0
2.0	December 2016	W. Wright, P. Capece	Editorial review, Naming convention updated, metadata fields updated, process steps clarified, additional definitions clarified.	Protocol publication, content out of date	3.0

Overview

The management of digital assets has become a task of increasing importance as the prevalence of these materials has increased rapidly over time. As the Southeast Coast Network (SECN) Inventory and Monitoring (I&M) Program has moved from the inventory stage into monitoring, not only have the different categories of digital data expanded, but the amount of data being collected (and therefore needing preservation) has increased.

The SECN digital photo management standard operating procedure serves to guide SECN staff in the organization, management, and preservation of digital photographs (including those scanned to digital format). Federal and National Park Service (NPS) standards are discussed in conjunction with the asset being discussed (e.g., digital photographs and the NPS Digital Photo Metadata Standard) when applicable. Original source material for portions of this document was derived from Digital Photograph Management Strategy for Alaska Inventory and Monitoring Program (Southwest Alaska Network and Southeast Alaska Network 2004).

Expected Audience

This SOP is written specifically for data management staff, the protocol project leader and project crew members, and cooperating partners who collect digital assets and are responsible for their organization, use, documentation and preservation.

- Data management staff should read the entire SOP and be familiar with all aspects of the document. Data managers should look for ways to improve the system, but must first understand the system.
- Project leaders are responsible for understanding and fulfilling the data stewardship tasks, as well as ensuring that anyone under their supervision understands and fulfills their assigned responsibilities.

Digital Photograph Management

Introduction

Organization and maintenance of a variety of research information, including digital images collected as data, and images taken to document protocols and procedures, is one of the tasks of the Inventory and Monitoring (I&M) Program. There is also a growing need to make NPS digital photos useful and available service-wide. In support of these goals, this document describes a management strategy to organize, store, name, retrieve, and preserve photographs in electronic format. The intent is to standardize processing and storage, increase available disk space, and document photos for proper use by NPS employees, partners and the public.

Terms and Definitions

- **Digital Photo:** refers to a photo in electronic format, regardless of original source (e.g., scanned, taken from a digital camera).
- **Documented Photos:** refers to photos that have completed metadata.
- **Edited Photo:** refers to photos that have incurred changes from the original or raw file state (e.g. cropping, resolution change).
- **Photo Processing:** used in this document to refer to the sum total of all steps necessary to go from a photo on your camera's storage card to the photo library.
- **Raw Photo:** refers to an original image file, in an unaltered state, prior to renaming, editing, or documenting has occurred.
- **Renamed Photo:** refers to an image file in which the device default naming scheme has been modified for adherence to the image file-naming standardized procedure included in this document.

National Park Service personnel take and use photographs for a variety of purposes. While it is impossible to anticipate every use/collection scenario, most photos from the Inventory and Monitoring Program should fit into one of the general "photo type" categories defined below:

- **Library Photos:** These photos are final products that are edited, documented, reviewed, and added to the park and/or NPS digital photo library. Metadata for these photos is stored in the image file properties (also referred to as the photo header) in order to travel with the photograph. A variety of staff uses these photos for multiple purposes. They are generally in the public domain.
- **Working Photos:** Photos in this category are "works in progress." Working photos are renamed, edited (as needed), documented, and stored, or deleted. Working photos are stored in centrally located, protocol-specific folders.

- **Data Photos:** Data photos are photos collected as data. Examples include: (1) site specific photos documenting a shoreline classification and, (2) photo points taken to document a site. Data photos are collected as part of a well-defined data collection protocol. Data photos are stored in the protocol-specific folder structure. Links or pathways indicating the location of data photos may also be stored in the protocol database, if appropriate.
- **Aerial Photos:** Aerial photos are an important element of inventory and monitoring datasets and are acquired and processed to meet highly specific specifications. Therefore, digital aerial photos standards are mentioned in this document but are discussed in detail in the standard operating procedure on managing geographic information systems (GIS) data.

Digital Photograph Lifecycle

The “digital photo cycle” typically runs through the following steps. Photos are acquired, stored, viewed, renamed, edited, documented, stored in an appropriate directory location for each corresponding protocol, archived and, in some cases, are deleted. Some of the issues and questions that crop up along the cycle include:

- Acquisition
 - o Digital cameras—what is the best quality and size?
 - o Scanning images—which parameters should be used?
- Processing
 - o Download and storage—where? For how long? Naming standards?
 - o Viewing—which software? Or as contact sheets?
 - o Renaming—manually or batch? Naming standards?
 - o Editing—which software? Should you write over the master or make a copy?
 - o Documenting—which attributes should be documented? How is the documentation “attached” to the photo?
- Long-term storage
 - o On-line storage—Where? Managed by whom? For how long?
 - o Off-line storage and archiving—where and when? When to delete?

This document will attempt to address these questions and provide NPS standards or logical guidelines to facilitate good photo management. This document discusses imaging standards and how digital photos will be handled, stored, and documented.

Roles and Responsibilities

Data stewardship is the responsibility of the entire SECN staff, from the field crews who collect, verify, and enter data, to the protocol leads that validate, analyze, and summarize the data, to the network data manager and database programmer who ensure that master data sets are of high quality and that proper data management standards and practices are followed. Descriptions of general roles and responsibilities of key personnel are below in Table 1.

Table 1. Digital photograph management roles and responsibilities for core personnel.

Position	Roles and Responsibilities
SECN Protocol Lead	Develops protocols and sets standards for photos taken in support of individual long-term monitoring protocols; ensures photos taken meet protocol standards and follow stated procedures; designates photos to be used in mapping applications where appropriate; ensures sensitive photos and/or metadata information (e.g. location information) are not being posted or released publicly, packaging all final and fully documented image data/files as part of annual reporting package items.
SECN Field Crew	Takes / scans photos following standards and procedures set forth in the protocol; saves original photos to a network drive that is backed up and sets the directory to read-only; makes a copy of the originals placed in a working directory for editing; renames photos; edits photos as described below; generates photo metadata and embeds metadata into photo header; organizes photos for upload into NPS Focus and IRMA in a location accessible by the SECN data manager; copies original photos onto appropriate media and sends to SECN data manager for creation of archive; removes original and final photos from networked drive upon receipt of archive.
Park Staff	Provides feedback on any questions regarding the sensitivity of photos or photo metadata (e.g. location data) PRIOR to posting any data to online repositories.
SECN Data Manager, Data management staff, or network-designated IRMA Contact	Creates IRMA records for photographs in a manner that associates them with the appropriate protocol data reports; uploads image files; works with NPMMap to link photos to web mapping services wherever appropriate.
SECN Database Programmer	Technical point of contact for all tasks concerning database, application development, and database administration; supports the linking of data photos within the databases where appropriate.

Digital Photo Acquisition Standards

Camera Settings

Individual long-term monitoring protocols should define the resolution requirements for digital photographs being taken in support of the protocol—for both data photos (e.g., photo points) and non-data supporting photos (e.g., site, plant or animal photos). When a pre-determined resolution is not stated, digital cameras should be set at a resolution appropriate for the highest level at which a photo may be used. For example, take publication quality photos at a minimum of 5 megapixels. If the camera allows it, the resolution should be set at 1760 × 1168 or higher. Because the final destination of a photo may be unknown at the time it is taken, it is recommended all photos be taken with this resolution or for lower resolution cameras, the highest resolution possible.

Most digital cameras can digitally imprint the date and time onto the photo image. In general, we do NOT recommend using this feature. Most digital cameras embed date and time data in digital photo file properties (or “header information”). If the image is being cataloged and documented it has value—imprinting the image reduces the image quality and hence the image value. In addition, digital camera internal clocks are subject to minor cumulative errors. Accurate camera date and time is important to maintain; it is recorded as the file creation date for each photo, and for JPEG files, it is embedded in the photo itself. It is best to frequently sync the camera time to an active Global Positioning System (GPS) unit or to the network time.

File Format Considerations for Publication Quality Photos

The capability of the camera and the settings chosen by the photographer determine the file type produced by a digital camera. The type of file significantly influences the quality possible in media production. All high-end cameras can make camera raw and JPEG file formats. Many also have DNG and TIFF file capability. Because data compression is inherent in JPEG files and it always results in the unrecoverable loss of information, JPEG files are not acceptable for quality reproduction. Adobe DNG files (preferred) or proprietary camera raw formats automatically provide the highest resolution and bit depth for the camera, with the most flexibility, and ultimately the highest possible quality for reproduction. If your camera does not make camera raw files, it is not up to the task of making files for reproduction (NPS 2010a).

For a detailed discussion of digital images for media production, please refer to the National Park Service digital image guide (NPS 2010b).

Scanning Settings

Select the scanning resolution based on the size of the original image. The smaller the photo, slide, or other material, the higher the resolution required to acquire a detailed scan. Below are the minimum recommended scan resolutions for different formats. Higher resolution scans will yield better quality images but also result in larger file sizes.

- ***35mm color slides or negatives*** (scanner should be set up to scan transparent materials—both hardware and software)
 - Choose source size of approx. 1.3" × 0.85" (3.3 × 2.2 centimeters [cm], software should auto-detect this exact dimension)
 - Choose target size same as original
 - Choose resolution 2400 dpi, 24 bit color (do NOT use 32 or 48 bit color)
 - Save as uncompressed TIFF file
 - Scan to yield file approximately: 3120 × 2040 pixels, file size 15–20MB
- ***3.5" × 5" (8.9 × 12.7cm) color photographs***
 - Choose source size 3.5" × 5.0" (8.9 × 12.7 cm, software should auto-detect the exact size)
 - Choose target size the same as the original

- o For color photos, choose resolution 600–700 dpi, 24 bit color (do NOT use 32 or 48 bit color)
- o For black & white photos, choose resolution 600–700 dpi, 8 bit grayscale (do NOT use 16 bit grayscale)
- o Save as uncompressed TIFF file
- o Scan to yield file approximately: 3000 × 2100 pixels, file size 15–20MB
- **4" × 6" (10.2 × 15.2 cm) color OR black & white photographs**
 - o Choose source size 4.0" × 6.0" (10.2 × 15.2 cm, software should auto-detect the exact size)
 - o Choose target size the same as the original
 - o For color photos, choose resolution 600 dpi, 24 bit color (do NOT use 32 or 48 bit color)
 - o For black & white photos, choose resolution 600 dpi, 8 bit grayscale (do NOT use 16 bit grayscale)
 - o Save as uncompressed TIFF file
 - o Scan to yield file approximately: 3600 × 2400 pixels, file size 15–20MB
- **5" × 7" (12.7 × 17.8 cm) color OR black & white photographs**
 - o Choose source size 5.0" × 7.0" (12.7 × 17.8 cm, software should auto-detect the exact size)
 - o Choose target size the same as the original
 - o For color photos, choose resolution 600 (450 if controls allow it) dpi, 24 bit color (do NOT use 32 or 48 bit color)
 - o For black & white photos, choose resolution 600 (450 if controls allow it) dpi, 8 bit grayscale (do NOT use 16 bit grayscale)
 - o Save as uncompressed TIFF file
 - o Scan to yield file approximately: 4200 × 3000 pixels, file size 20–25MB for color
- **8" × 10" (20.3 × 25.4 cm) color OR black & white photographs**
 - o Choose source size 8.0" × 10.0" (20.3 × 25.4 cm, software should auto-detect the exact size)
 - o Choose target size the same as the original
 - o For color photos, choose resolution 300 dpi, 24 bit color (do NOT use 32 or 48 bit color)
 - o For black & white photos, choose resolution 300 dpi, 8 bit grayscale (do NOT use 16 bit grayscale)
 - o Save as uncompressed TIFF file
 - o Scan to yield file approximately: 4200 × 3000 pixels, file size 20–25MB for color

- **8 1/2" × 11" (21.6 × 27.9 cm) typewritten/printed paper**
 - Scan at resolution 300 dpi or 400 dpi if the text has very small print
 - Save as uncompressed TIFF file
- **9" × 9" (22.3 × 22.3 cm) aerial photographs**
 - If possible scan from a slide or transparency rather than a print
 - Scan at resolution 1200 dpi or as high as possible/feasible
 - Scan with sharpness set to extreme
 - Save as uncompressed TIFF file

Organization

Within a user's workspace on a networked drive (or other drive that is regularly backed up—NOT your PC's hard drive!), the following directory structure is recommended for storing photos during the processing phase. If nothing else, it is important that photo originals be maintained intact and stored separately from working/edited photos to prevent accidentally "ruining" a photo during editing and having no original to return to—or accidentally saving the only copy of a photo to a lower resolution, rendering it no longer acceptable for other uses.

\Images

\Raw—image file downloaded directly from camera device. These images are in unaltered form. They should be kept in a Read-only directory folder.

\Working—photos in process (Rename only is mandatory, some files will be edited and renamed once more). Images that are only renamed are in otherwise original form – only the file name has been changed. Edited photos have been altered in some way and are no longer in original form. The last requirement during the processing stage is to document each image file.

\Final—photos which have been fully processed and documented. These photos can then be moved to the protocol-specific directory structure.

Raw Photos

As part of post-field data entry, each protocol team should download raw, unaltered photos in a \Raw photo folder. Preserve raw image files as is, and move copies of raw photos to clearly named folders for review and editing (e.g. \Working). In addition, after downloading or scanning photos to the \Raw directory, set this directory to "read-only" permissions to prevent inadvertent edits. Once all raw images have been re-named in otherwise original form and double-checked by the Protocol Lead as part of data quality control, the original raw files may be deleted.

Working Photos

Photos need to be processed before they are ready to be stored long-term or used. Photos being processed are "working photos" and should be stored within a user's photo directory on a networked drive (do NOT store and process your photos on your PC's hard drive). All raw image files will be

reviewed. Some of these images will not be useful due to improper exposure, or alternatively they may be “bad” versions of a better images taken to document the same data need. Any “bad” image should be deleted. All other images should be renamed in their otherwise original form. These are “Renamed” photos. Renamed data photos should be kept in the appropriate protocol-specific photo or image directory. In some cases, renamed photos may require editing to make them useful for specific purposes. They may be edited by cropping the image or altering the image resolution from the original state. These are “Edited” photos or images. Edited images must be denoted as such within the file name to differentiate them from the renamed original file. All Renamed and Edited photos must then be documented. Once appropriate file property information (or image metadata) is applied to each image file, the photos are then fully documented and are considered Final.

Once all working images have been finalized by being fully processed (including appropriate documentation) and double-checked by the Protocol Lead as part of data quality control, the working files may be deleted.

Data Photos

Photos taken as part of a protocol’s data collection procedure are data that need to be organized, documented, and preserved in conjunction with all other protocol data. Protocol data photos should be organized and contained within the protocol data structure and supported by detailed standard operating procedures that define how and where photos are to be downloaded, edited, and rolled up into final folder locations.

It is recommended photos not be stored or embedded directly within a database; instead links or directory pathways to data photos can be stored in the database, as appropriate. Data photos should also be packaged and stored in IRMA (the National Park Service’s Integrated Resource Management Application) to accompany the corresponding snapshot of the network’s data and made available to NPS staff, partners, and the public with the appropriate level of permissions for data access.

Photo Processing Steps

Renaming Images

When dealing with hundreds of photos, such as in the case of data photos, descriptive naming is neither practical nor useful and photo file names should be batch renamed without unnecessary descriptive components. **In all cases, photo names should not use spaces or special characters.** The following section provides the SECN photo naming standards.

All protocol data photos should follow the convention described here when being named.

PARK_YYYYMMDD_PROTOCOLIDENTIFIER_###

PARK—Four character park code of where picture or file was taken or created

YYYYMMDD—Date photo was taken or GPS file was created in year, month, day format. The date must be eight characters long.

Protocol Identifier—refers to each protocol’s system of uniquely identifying the subject of the image. This will usually be a sampling location, site or station code. For example, a protocol identifier for the stream channel monitoring protocol might be CHAT001T3Up, with CHAT001 being the site code, T3 being the transect code, and Up denoting an upstream direction. This file name element should not exceed 15 characters.

###—A three digit sequential number used at the end of the file name to ensure unique names. Restart at 001 at the beginning of each day.

****Important:** If an image contains sensitive information, either as image data or as file property information, it is recommended to add an additional suffix “SENSITIVE” in caps following the last file name element (###).

All non-data photos should follow the convention described here when being named.

PARK_YYYYMMDD_BRIEFTITLE_###

PARK—Four character park code of where picture or file was taken or created

YYYYMMDD—Date photo was taken or GPS file was created in year, month, day format. The date must be eight characters long.

BriefTitle—A very short title, up to 15 characters long.

###—a three digit sequential number used at the end of the file name to ensure unique names. Restart at 001 at the beginning of each day.

****Important:** If an image contains sensitive information, either as image data or as file property information, it is recommended to add an additional suffix “SENSITIVE” in caps following the last file name element (###).

Image Viewing and Editing

Viewing

Thumbnails give a quick icon view of many photos so photos may be quickly selected visually. It is recommended that (1) a quick viewing software or database be used to look at thumbnails, captions, descriptions, dates and keywords, and where appropriate, and (2) a contact sheet of these thumbnails be printed for quick reference when needed.

Deleting

- Delete poor quality photos, except where the subject is unique.
- Assess medium quality photos against existing photos of the same subject in photo libraries at the park or network level. If the photos duplicate the subject with no enhancement of quality or perspective, delete the photo.

Editing

At a minimum, edit photos as follows:

- Rotate photos to portrait or landscape, as appropriate.
- Rotate photos to make the horizon level.
- Remove “red eye” from photos of people.
- Crop photos to remove edge areas that grossly distract from the subject.

Large groups of photos acquired under sub-optimal exposure or lighting can be batch processed to enhance contrast or brightness. Batch processing can also be used to resize groups of photos for use on the web.

Image Documentation and Cataloging

Images must be documented and cataloged. Documentation, or metadata, provides the minimum information a user will need for appropriate use of the photo. Cataloging provides a collective means for searching, finding, and retrieving photos.

SECN Image Metadata

Image metadata should be stored along with the image file itself in the file properties, (or “file header”) wherever possible. Not every image viewer will display the full suite of image metadata that can be included. In general, Adobe Photoshop software is capable of displaying the widest variety of image metadata standards in existence. The below list represents a balance of minimum required image metadata to ensure image files are usable over time.

ALL PHOTOS SHOULD INCLUDE:

Title—a shorthand reference for the image or “photograph” - primarily for identification. The title of an image should be a short, human-readable name.

Author—the name of the person who created the photograph. If it is not appropriate to add the name of the photographer (for example, the photographer's identity needs to be protected) use a company or organization name. Once saved, this field should not be changed.

Subject—one word or compound word that helps to group images into primary categories.

Keywords (also known as Tags)—Describes topics or themes of the content of the image, used to express the subject of the image, may be free text and do not come from a controlled vocabulary, may be topics, proper names of places, events, places, or visual descriptions of the image. The Keyword primarily describes a theme or topic used to facilitate discovery (searching) and classification of the image.

Park Code—four letter park acronym.

Comments—relevant notes pertaining to the image.

Access Constraints—Sensitive, non-sensitive.

Contact Info

DATA PHOTOS SHOULD ALSO INCLUDE:

Coordinate X (GPS Longitude)

Coordinate Y (GPS Latitude)

Protocol Citation

National Park Service Digital Photo Metadata Standard

The National Park Service digital photo metadata standard specifies seven mandatory metadata elements. These are the minimum elements required to discover, interpret and manage the image and are indicated below in **bold**. Other elements are required or recommended metadata components by NPS information management systems (e.g. IRMA) in order to develop a more complete metadata record (M—mandatory, MA—mandatory if applicable, O—optional). While this standard is a helpful guide, there is currently no image viewing or editing software that meets the NPS standard. Therefore this information is presented for reference only and is helpful in determining how the SECN metadata relates to the NPS standard.

- Abstract: Summary of content and significance of resource (**M**)
- Author/Contributor: Persons responsible for resource in current form (**M**)
- Citation: If item is part of a larger work, this gives the citation of that work (**MA**)
- Contents: Used when multiple images are described with one record (**MA**)
- **Coverage/Place:** Geographic area of resource. Coordinates are sub-elements (**M**)
- **Date Created:** Date created (**M**)
- Format/Size: Quantity of images, electronic versus physical format, file size (**M**)
- **Keywords:** Subject terms, either use Keywords or Subject (**M**)
- Note: Any free text; Comments. (**O**)
- **Park Code:** NPS Unit Code (**M**)
- Park Name: Park Name (**M**)
- **Publisher:** Agency that supported the item being produced in its current form (**M**)
- **Rights/Access:** Restricted access or publicly available (**M**)
- Source/Original: Description of original source prior to scanning or alteration (**MA**)
- Subject: Subject term from thesaurus (use this or Keywords or both) (**M**)
- **Title:** Descriptive title (**M**)

Embed metadata attributes in the header of the photo so that the metadata travels with the photo—thus ensuring its availability to future users.

Long-Term Storage Considerations

The amount of server space required to house digital photos has grown extensively over time. The current annual estimate of disk space required to house SECN long-term monitoring protocol photos is 34 gigabytes (GB) (4 GB for water protocols; 2 GB for amphibian, bird, and vegetation monitoring; and 28 GB for saltmarsh monitoring). This does not include vegetation mapping (an

inventory project), estimated to require 175–200 GB drive space for photographs. In addition, storage requirements are likely to increase over time, due to the increase in file size as the network upgrades camera equipment. In order to maintain adequate storage space over time:

- Raw photos can be deleted after they have been reviewed, with “bad” photos culled, and all remaining photos renamed in otherwise original format.
- Ideally, all photos will be processed immediately upon return to the office from the field in the same manner as all other data are processed. Final photos should be filed according to the protocol-specific procedures in the appropriate SECN file server location.
- One copy of final photos for each protocol may be stored on external media annually as an informal back-up archive. Final data photos will need to be packaged and posted to the appropriate NPS data repositories (e.g. IRMA) so that they remain accessible as well as properly secured and backed up.
 - As a step in annual data reporting, ensure all photo processing and documentation from the period of record was performed appropriately. Package protocol images for posting to IRMA.
 - Photos will likely be packaged by park (all photos from one park for one field season) in order to keep download sizes reasonable. Files can be zipped together for the maximum download speeds.
 - In IRMA, create a record for the photo collection, completing as much of the metadata as possible. Upload the zip file of photos to the IRMA record as a holding. If the file is too large for reasonable upload speeds, the files may be sent to the Inventory & Monitoring Division point of contact to attach the photos to the appropriate records. Remember: do NOT post sensitive photos or information to the general collection of photos in IRMA, which will be available publicly.
 - Link the photo record to the protocol, the annual data summary report, and the data records, through “collections” in IRMA.
 - Once the photos are posted in IRMA, they can be removed from the networked drive. This is only recommended if the local file server is nearing its maximum disk space. If the files are too large to be easily downloaded from IRMA, it may be helpful to keep a copy of the files on storage media locally.
- Periodically (recommended every 5 years), Image data on local file server, IRMA and informal back-up archives should be checked to ensure files are still accessible and readable. At this time, determine if the files need to be migrated to a newer format to avoid obsolescence. In addition, move the archive to new media at the first sign of wear.

Publication Considerations

Photograph Property and Use

All photos collected with the NPS funds and staff time are property of the National Park Service. Contractors collecting or using photographs as part of their project should provide copies of any images, both original and derived, preferably high resolution, to the NPS project manager. Similarly, partners and volunteers must also be made aware that any images they collect while working with NPS are public record and must be stored on the SECN system. Photographs taken at parks or as part of SECN enabled-work or travel may not be used as proprietary images and may not be entered into formal contests for monetary gain.

When using a photograph, provide credit to the photographer where possible. This is usually written on the right side of the photograph or at the bottom in a smaller font size (e.g. san serif) rather than as text in the document.

Photographs of People and Rights to Privacy

When taking a photo of a person, the subject's right to privacy may come into play. Photos with the following criteria should seek a model waiver form:

- The person is recognizable, AND
- The person is not a government employee (on-duty), AND
- The photographer will use the photo for profit. Note: this will typically not come in to play for SECN photos.

OR

- Any photos of a minor, where the minor is recognizable.

Use an NPS Release Form (<http://www.nps.gov/hfc/pdf/release-form-sep12-2008.pdf>) for private persons to authorize the National Park Service to publish an image that may contain their recognizable face.

Literature Cited

National Park Service (NPS). 2006. Digital photo metadata standard, Version 1.0, a conceptual model. National Park Service, Denver, Colorado.

National Park Service (NPS). 2010b. Digital image guide for media production. National Park Service, Harpers Ferry Center. Harpers Ferry, West Virginia. Available at: <http://www.nps.gov/hfc/pdf/digital-image-guide-dec06.pdf> (last accessed November 2015).

Southwest Alaska Network and Southeast Alaska Network. 2004. Digital Photograph Management Strategy for Alaska Inventory and Monitoring Program. National Park Service. Anchorage, Alaska.