

Integrated Monitoring Protocol for Cave Entrance Communities and Cave Environments in the Klamath Network

Standard Operating Procedure #14: Photograph Management

Version 2017Feb10

Citation:

Krejca, J. K., G. R. Myers III, A. Chung-MacCoubrey, E. C. Dinger, S. Mohren, D. Riggs, D. Sarr, K. Smith, A. Snyder, and S. Thomas. 2017. Standard Operating Procedure 14: Photograph Management. Version 2017Feb10. Integrated monitoring protocol for cave entrance communities and cave environments in the Klamath Network. Unpublished National Park Service Report, Klamath Inventory and Monitoring Network, Ashland, Oregon.

To create a new version of this SOP, carefully follow the instructions in SOP #18: Revising the Protocol (<https://irma.nps.gov/DataStore/Reference/Profile/2238840>). Use the Revision History Log below to describe the revisions:

- Populate the top table of the revision history log, providing the previous version date, author of the change, a specific but concise description of the changes made, the footnote number associated with change details, and a new version date.
- In the bottom table, add a footnote and as much text as needed to describe in detail the reasons for and implications of the change.

Revision History Log

Previous Version Date	Author of Change	Changes Made	Footnote #	New Version Date

Footnote #	Detailed Reasons for and Implications of the Changes

1 Introduction

This Standard Operating Procedure (SOP) includes instructions for managing photos taken for the Klamath Network cave monitoring protocol. In general, each photograph taken as part of this project must have associated metadata as described below. This includes photographs taken as part of a specific SOP such as SOP #6: Ice and SOP #11: Invertebrates or general photographs taken by crew members to show cave features, crew members, field techniques, etc. The metadata for the photographs will allow the crew to rename the photos accordingly, and these will be entered directly into the database following the methods described SOP #13: Data Entry, if the photograph can be related to a monitoring site.

Always distinguish data photos from incidental or opportunistic photos. Data photos are those taken for at least one of the following reasons:

- To document a particular feature or perspective for the purpose of site relocation
- To capture site habitat characteristics and to indicate gross structural changes over time
- To document a species detection

It is the responsibility of the Field Lead to ensure that images are properly named and stored in the correct location along with the image metadata as described below.

2 Photo Metadata

The Klamath Network data management plan (Mohren 2007) specifies the required metadata for photo management. As part of the field datasheet (available at the end of this SOP), the required metadata are recorded for all photos. The minimum metadata that must be recorded by the crew taking the photos are:

- Photograph name
- Date the photograph was taken
- Name of photographer
- Detailed description of photograph
- Site name

Photo name is the file name assigned by the camera (e.g., RIMG0001). Do not include the extension in the file name. Many cameras only show the last 4 digits of the file name so be certain you are entering the ENTIRE name into the database.

Date photo taken should be in the format mm/dd/yyyy.

Name of photographer is the full name (i.e., not just initials). All photographic assistants should also be documented (e.g., if someone is holding a flash in or outside of the image).

Description of photo should be as detailed, clear, and concise as possible. When entering into the database, caption descriptions are acceptable but use correct grammar.

Acceptable examples:

- Lake Helen, looking west.
- Aaron Maxwell holding unknown tadpole at Reflection Lake.
- Black bear seen on trail from Cliff Lake during field crew hike out.

Unacceptable examples:

- L. Helen, west
- Tadpole?
- Bear on trail

Site Name is the name of the site where the photograph was taken. At Lava Beds National Monument (LAFE), this would most likely be the cave name and at Oregon Caves National Monument and Preserve (ORCA), this would most likely be the name of the location inside Oregon Caves (“The Cave”).

3 Downloading and Processing Procedures

Complete the following steps to download the images:

1. Upon return from the field, plug the camera into the computer and browse to the image folder.
2. Download the images.
3. Review each image and if the image quality is so poor that it is considered unusable, delete the image and note this in the photo metadata.
4. Using the photo metadata form, rename the files accordingly (e.g., CrystalIceCave_Station12.1A_1_2016.03.11.JPG).
5. Enter the file name into the database and make certain there is 1 image for each database record and 1 database record for each image.
6. Clear the images from the camera after a) they have been downloaded to the computer, and b) a crew member has verified that all images were downloaded correctly.

4 Deliver Image Files for Final Storage

It is the responsibility of the Field Lead to compile all images into a common folder and to transfer processed images to the Klamath Network Data Manager (SOP #15: Data Transfer, Storage, and Archiving) where they will be stored on the Klamath Network server within the Cave Monitoring archive folder.

5 Literature Cited

Mohren S. R. 2007. Data management plan, Klamath Inventory and Monitoring Network. Natural Resource Report NPS/KLMN/NRR—2007/012. National Park Service, Fort Collins, Colorado.

