Directions for documenting and submitting photos for FSDB

**General Information about submitting photos to FSDB:**

Thank you for submitting your photos to the FSDB. These photos will be added to the Andrews Forest collection and low resolution images will be displayed online with provided metadata. We allow images to be downloaded for use in posters, presentations, etc. We do ask that the photographer be acknowledged and cited. We use the Creative Commons license CC BY “Attribution” (see: <https://creativecommons.org/licenses/by/4.0/>).

**General Information about scanning images:**

Ideally photos should be scanned at a very high resolution. We would like a high-resolution photo (probably a TIF) and a smaller file (probably JPG). We can use photo software to globally convert TIFs to JPGs. The photo size should also be about 522 x 768 pixels per inch (or about 7 x 11 inches). We want it to fit within the frame of the average computer screen. You may want to edit photodoc (the documentation database) as you scan photos so that you can keep the codes straight.

**Naming Convention:**

Each photo will be saved as {cdcode}\_{photonumb}.TIF or JPG

 i.e., abh\_001.jpg, abh\_001.tif, etc.

If there is an order to the photos being submitted, we can easily rename to the appropriate cdcode\_photonumb based on this order.

**Documentation:**

Documentation needs to be provided with the scanned photos. This documentation can be entered into the photoscat spreadsheet (photoscat.xlsx).

Photo documentation consists of the following fields (required and not required):

REQUIRED:

CD Code (cdcode)

This is a three place alphabetic designation provided by the FSDB data manager. Please obtain a code before submitting images or use a placeholder, like ‘XXX’.

Photo Number (photonum)

This is a numeric designation from 001 to 100. All 3 numbers must appear (i.e., the 00 before the 1).

Title (title)

A short descriptive title for the image.

Description (descriptn)

This is a long-text field used for a full description of the image. You may enter any comments relating to the particular image.

Photographer (photogrfr)

The person for whom credit should be given for providing the image.

Date (date)

The date the photo was taken. Could be an exact day (day, month, year), or only a month and year, or only a year. There’s no standard format required.

Orientation (orientatin)

P = portrait

L = landscape

Each image will need to be defined as either P or L.

NOT REQUIRED:

Experimental Forest (exprforest)

Specify the name of the Experimental Forest, if relevant to the image.

Site Code (sitecode)

Specify the site code, if relevant to the image.

Keywords (keywords)

Specify any keywords related to the image, for searching purposes.

Species (species)

Specify any taxa that are relevant to the image.

Media Type (mediatyp)

Describe the original media type. Use the following codes:

bro=brochure

bwn=black & white negative

bwp=black & white print

cn=color negative

con=contact sheet

cp=color print

cs = color slide

env=envelope

map=map

neg=negative (color and/or b/w), probably goes along with preceding or following record of prints

digi = digital image

Media Number (media\_no)

This is a number that appears on the actual slide, negative, or scanned photo

Sequence (seq)

A number or code to represent photos within a sequence. Leave blank if not applicable.

Order (order)

If part of a sequence, a number of order within the sequence.

Location (location)

Place or person where the original scanned media is stored.

Scanned\_by (scanned\_by)

Person who scanned image, if image was scanned. Otherwise, leave blank.