

# Photograph Weeding Policy

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## Purpose

This policy outlines the parameters whereby photos are weeded from the Staff Drive to ensure a clean, usable photo archive. The photo archive should strive to be free of duplicates, low-quality images, and a variety of images that appear to have no clear relation to the library or its programs, since these types of photos take up space on the staff drive and make it difficult to find usable images for promotional materials. This policy seeks to clarify how digital photos will be weeded to ensure no photos of import are lost in the process.

## Procedure

Parties involved: Adult Services Department (ASD)

Considerations: Staff members should aim to keep no more than 100 photos each year. These considerations will help ASD decide whether a photo is worth keeping or deleting.

1. Images saved should be of fair quality. If an image is blurry, grainy, or in any way difficult to see (too dark/light, or subject too close/far), delete it.
2. Images that do not provide sufficient identifying information or event context (eg., photos of squirrels on an unknown patch of grass) should be deleted, particularly when the photo does not feature people.
3. If the photo features a known staff or board member, volunteer, or current/former library premises, it may be kept.
4. If an image is of a one-time program we will not host again, and it does not meet consideration #3, it may be deleted.
5. When deciding between images with the same composition, the ASD should save photos where people appear more flattering rather than photos where people's faces are caught in awkward positions (eg, eyes closed, mouth contorted, etc.)
6. Many times, photos are duplicates or part of a series with the same composition. Only one image per composition should be kept, so long as it meets the other rules outlined above.

File Naming Steps: To ensure photos are easy to locate and retrieve, a file name system is necessary.

1. In most cases, folders will be named by year (eg., 2019 Photos). Because photos will be limited to a maximum of 100 each year, the ASD shouldn't need to break down annual photo folders any further. Exceptions include:
  - a. Annual programs with many photographs will be named according to the program (eg., Bookin' It for Your Library 5K), with additional folders separating images by year.
  - b. A folder dedicated to Library Premises photos will also be included; when this folder fills up (50+ images), it may be further separated according to location name. (eg., Teen, Lobby, Youth, Outside, etc.)
    - i. This folder will be used to archive the building's history over the years. Images may also be reused in marketing and shared with program

partners and room reservation requesters. The Director should periodically copy the folder to the Admin or Shared drive as a backup to prevent the loss of historic images.

2. Files will be named according to the subject, with specificity where possible.
  - a. If the file is related to a known program or service, that name comes first, followed by additional identifying information to distinguish it from event images. (eg., Llamas and Donkeys and Stories\_Photo Booth)
    - i. If the exact event name is not known, name it in such a way that it might be easily understood and retrieved (eg., Storytime\_Lion Book)
    - ii. If the file features a known person related to the library, also include their name in the file title; this will ensure it is easy to retrieve photos of the individual in question when needed.
      1. Eg., Storytime\_Lion Book\_Fran or Volunteer Brunch\_Fran\_Robin
      2. If 6 or more known figures are represented in the image, name them according to their group(s) (Board, Adult Staff, Circ Staff, Youth Staff, All Staff, etc.)
  - b. If the image is not tied to a known program or service, name it in whatever way would be easiest to identify and retrieve it. For example, you may name generic people photos according to location and/or significance (eg., Boy Scout Eagle Project\_Picnic Table\_Harmony\_Rebecca, or Adult Room\_Man Reading Newspaper\_Fireplace)