

November 10, 2009

## GUIDELINES FOR USING THE SANP ZENFOLIO WEBSITE

A website at Zenfolio ([sanp.zenfolio.com](http://sanp.zenfolio.com)) was set up in October 2009 to provide a gallery for members' photographs; the [sanp.zenfolio.com](http://sanp.zenfolio.com) site is linked from the Southern Appalachian Nature Photographers (SANP) website at [www.sanp.net](http://www.sanp.net). This approach gives SANP great flexibility in presenting members' images, thereby promoting the great photographic talent in our organization.

The guidelines for use of the Zenfolio website shown below have been approved by the Board. They should ensure that all members have equal ability to submit and display their images. These guidelines will also help ensure that the website is updated with new images on a regular basis.

### Guidelines

1. All current members of SANP will have equal access to display their images on the SANP Zenfolio website. When a photographer is no longer a member of SANP, his/her images may be removed from the website at SANP's discretion.
2. The SANP board will designate at least three members (Zenfolio Managers) who will have access to the SANP Zenfolio logon information for uploading members' images and maintaining the SANP Zenfolio website. These Zenfolio Managers will be made known to all SANP members (announced in the newsletter and posted on [www.sanp.net](http://www.sanp.net)). The Zenfolio Managers will manage the SANP Zenfolio website with direction from the SANP Board.
3. The SANP Board will approve all SANP Zenfolio website design changes in advance, and the Board will have the final decision on all matters concerning the SANP Zenfolio website. The Board will approve each annual payment to continue the SANP Zenfolio website.
4. SANP members can submit their images to one of the Zenfolio Managers designated to maintain the SANP Zenfolio website. For the best viewing, digital files should follow the submission requirements below. A member can submit his/her own images or those of another member when given expressed permission to do so. A caption and embedded EXIF information may also accompany each image.

### Submission Requirements

- Name your file using this naming convention:  
*photographer's first name\_photographer's last name\_unique number or title.jpg*  
(e.g., *john\_smith\_1234.jpg* or *john\_smith\_bloodroot.jpg* or *john\_smith\_bloodroot123.jpg*)
- Size your image with a maximum horizontal dimension of 1000 pixels and/or a maximum vertical dimension of 1000 pixels
- Limit file size to a maximum of 500 KB

5. Each image displayed on the SANP Zenfolio website will identify the photographer by name and show the image file name. The photographer retains all copyright of posted images.
6. Images submitted to be displayed on the SANP Zenfolio website should meet the topic requirements specified below. The SANP Board will be the final authority for deciding the suitability of an image to be displayed on the SANP Zenfolio website. The SANP Board can make temporary exceptions to these requirements to allow for the display of any images for special purposes, and these will be announced in the SANP newsletter.

### **Image Requirements**

All submitted images must be (1) nature photographs or (2) images that capture the essence of a destination which may include people and man-made objects. A photograph's main subject **cannot** be people, architecture, museum exhibits, trains, cars, common pets and domestic animals, or other subjects that do not inherently occur in nature. Images that meet the definition of the current year's SANP Salon special category will be accepted.

7. Members' images displayed in the Members' Photo galleries will be displayed for a minimum of 3 months, unless the SANP Board directs they be removed earlier. Images in the Salon or Field Trip galleries may be displayed for longer periods. Older images and galleries will be removed when they are not relevant or detract from the appearance of the website. The SANP Board will be the final authority to determine when images should be removed.
8. All members will be encouraged to submit their most current photographs for display. Submitting a photograph for displaying on the SANP Zenfolio website will in no way prevent a member from entering the same photo in an upcoming Salon competition.
9. When a member submits images to be displayed on the SANP Zenfolio website, he/she in so doing expressly agrees to hold SANP harmless of any damages or liability resulting from the display of those images or of any damages or liability from unapproved uses of these images resulting from the website display. Members are encouraged to embed their copyright information in the metadata for each of their images to protect themselves.

The Board hopes that having the Zenfolio gallery will encourage members to display their photography, thereby promoting SANP and the art of nature photography.