Procedures for Donating 35mm Slides and Digital Photos to the Rhododendron Species Foundation Library

All members and visitors are encouraged to donate 35mm slides and digital photos to the RSF Slide & Photo Library. Pictures of plants, plantings, personalities, activities set in the garden, photos of species rhododendrons from other gardens, and rhododendrons in the wild are eligible. The Photography Committee reserves the right to ask photographers to resubmit their slides or photos if they do not list the data requested, or they do not meet acceptable standards of photographic quality.

Pictures of plants in the garden require that their accession numbers be written on the slide and included in the file name of digital photos. The accession number usually takes the format *YY/nnnn*, where *YY* is the year the plant was acquired, and *nnnn* is the sequential number of acquisition. It is found on the plant tag (usually at or near the base of the plant) followed by an abbreviated plant name. If this information is missing, the slide cannot be linked with a specific plant and, thus, cannot be accepted.

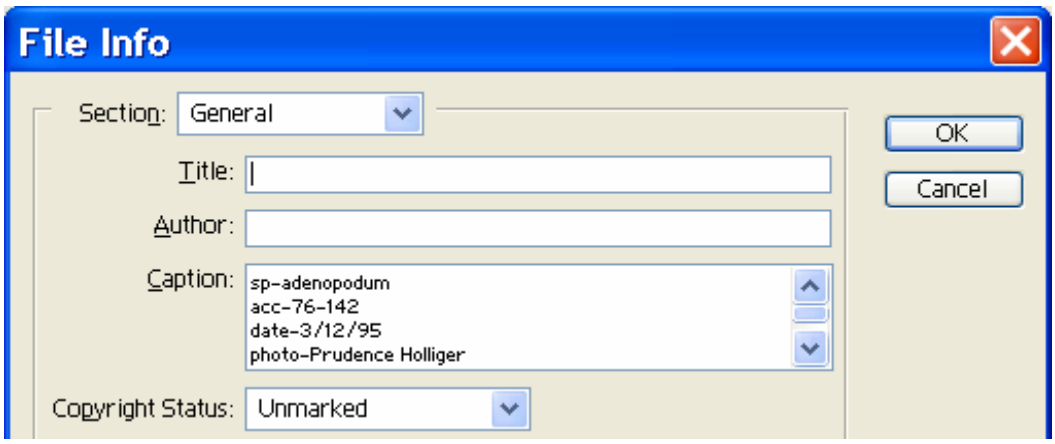
All slides and digital photos must also include the subject (plant name or brief description of subject if not a plant), the date the photo was taken, the photographer's name, and the place the photo was taken if not at the RSF. This information is required to properly catalogue your photos. Please label slides as shown in the illustrations below, and give digital photos file names as shown below.

Digital photos should be taken and saved at the highest resolution a 3 megapixel or higher camera will take in JPG format. Please do not donate photos in TIFF or RAW format. They may be submitted on a CD or other digital recording device. Please do not e-mail them.

Digital photos should have file names in the following format:
Speciesname_(accession #)yy-nnn_(date photo taken)mm-dd-yy_(photographers name)_(place if not RSF or other identifying info).

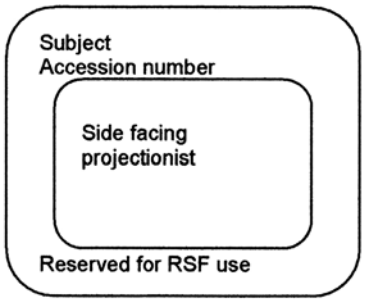
File names of photos of subjects other than plants in the garden should follow the same general format, without the accession number, and with a brief description of the subject of the photo including the place it was taken if not at the RSF.

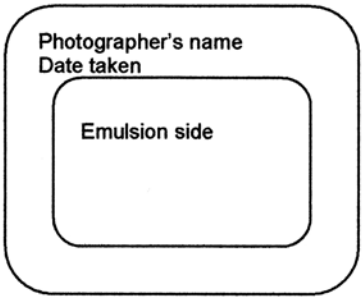
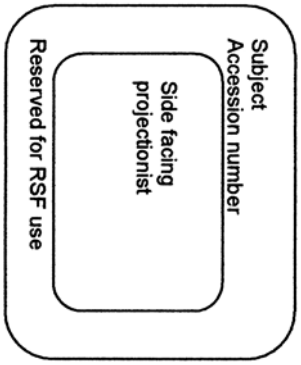
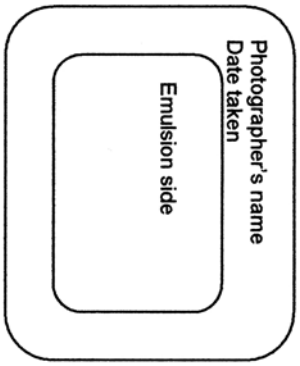
If a version of Photoshop is used, info other than the species name & accession # should also be placed in the File/File Info dialogue box as follows:



Slides:
Please label slides as shown below:

Horizontal:





Vertical: