

Chicago Area Archivists - Image Share Folder Info

Photo Policy

The Chicago Area Archivists' Photography Policy is stated on CAA's website (<http://www.chicagoarchivists.org/policies>)

"CAA Photography Policy

Chicago Area Archivists (CAA) reserves the right to photograph or video its events, including presenters and attendees, for future CAA publications or promotions. Attendance at events shall be deemed consent and permission to use attendee's image as captured in photograph or video in connection with the promotion and marketing of CAA.

By making photographs or videos available to CAA for these purposes, the photographer/videographer grants CAA permission to use these items in CAA publications or promotions.

Effective November 12, 2013"

Use of Photos

Any CAA Steering or subcommittee member may use any of the images in this folder for publications or promotional purposes. When sharing on social media, it is recommended not to tag individuals without their permission. If a takedown request is submitted by any individual, we should do our best to honor that request.

Organization of Photos

Any CAA member may add images to this folder. Please alert the Outreach Chair and/or a member of the social media team if you would like any images to be shared via the website, listserv, or social media. Please drop the files into folders using the below file naming conventions so that the events sort into chronological order. Individual files do not need to be renamed unless you wish to provide further identification. You may also create subfolders within event folders to provide further identification. Subfolders do not need to follow the filenaming conventions and should simply indicate whatever additional information you wish to convey, ie, "Audience" or "Steering."

Folders should start with the date in YYYYMMDD format. If the event took place over several days just YYYYMM is fine. Follow the date with a brief description of the event. For recurring events, please try to identify the event in the same way it has been identified in the past. Do not include spaces.

Examples: 20180404-MembersMeeting
201803-MACChicago