

Digital Image Library Procedures

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Why have a Digital Image Library?

The Digital Image Library was established to support the BirdLife Western Australia Community Education Committee (CEC) activities. The CEC gives presentations to schools, community groups and courses for BWA members and the general community. The images can also be used by the project officers and BWA members who are giving presentations. The Digital Image Library is maintained by the Digital Image Librarian (Frank O'Connor).

Which photographs?

The Digital Image Library includes any bird species that has been recorded in Australia and its territories. The aim is to get photographs of every aspect of each species. e.g. sub species, regional variations, male, female, adult, juvenile, breeding plumage, non breeding plumage, aberrant plumage, in flight, nests, etc. There are photographs of Malleefowl footprints, button-quail platelets, bowers, etc. Photographs can be taken outside Australia.

The CEC presents identification courses on families such as shorebirds, raptors and terns and so a wider range of photographs are catalogued for these purposes including photographs of flocks.

We are also collecting photographs of BWA activities, birding sites and different habitats.

The files are all JPG format.

Acknowledging photographers

The photographer must be asked for permission to include the photograph in the Digital Image Library. There are cases where this has not been done. Some photographs of rarities have been catalogued for reference purposes where the original photographer could not be contacted.

The photographs remain the property of the photographer and they retain the copyright. The photographs are given for BirdLife Western Australia's educational and presentation purposes. e.g. CEC activities, BWA monthly meetings, talks by project officers.

The photographer's name is recorded in the Authors field of the file properties in Windows, and each photographer has a code that is included as part of the file name (see File Names below).

Every photograph must be acknowledged on the screen with the photograph. The standard way of acknowledging the photographer in PowerPoint is to overlay the photograph with a text box that has the photographer's name. A list of all photographers is often given at the start of the presentation.

We will not use them in printed material unless we get the permission of the photographer. We will not give them to other organisations or people without permission of the photographer, and those organisations and people must agree to never use the photograph for other purposes.

There are some grey areas. BWA provides volunteers to lead walks in September/October each year at the Stirling Range Retreat. The volunteers give presentations about the birds on four nights of the week. In this case we asked permission from the photographer, and we modified the photographs to include the name of the photographer, so there was no risk of the photographs being passed on.

The Eyre Bird Observatory is part of BirdLife. We have provided the EBO with presentations. The standard rules apply.

There are standalone screens that display photographs from a connected USB memory stick. These do not display the file name or any other information. In this case, the photographs must be modified to include the name of the photographer (and perhaps the name of the species).

If in any doubt, ask permission from the photographer. The Digital Image Library does not exist without their goodwill, and this must never be risked. Do not be offended if the photographer declines permission for any extra purposes.

Submitting Photographs

We are always looking for more photographs. Photographs can be submitted by email (wa@birdlife.org.au) or if they are substantial then a CD or memory stick can be sent to the BirdLife Western Australia office at 167 Perry Lakes Drive, Floreat 6014.

We try to identify the sub species so please include where each photograph was taken (the Comments field of the file properties in Windows is preferred). We prefer that the files are JPG format. We can convert some other formats, but do not send RAW format.

We used to request that photographs be less than 2MB, but now we are happy to catalogue photographs up to 8MB, although it would be good if you can crop a large photograph.

The Digital Image Library

The Digital Image Library is stored on the BWA server as [S:/Digital Image Library](#). The library is divided into a folder for each family [001 Ostriches \(Struthionidae\)](#) to [105 Finches \(Fringillidae\)](#) to make it more manageable. The folder [000 Catalog](#) contains Microsoft Word and Excel files related to the image library. The Excel file [BWA Digital Image Library IOC n.n.xlsx](#) catalogues the details of every photograph. The Word file [BWA Digital Image Library.docx](#) has a list of all Australian birds with an asterisk against those for which we have photographs.

Species Names

The species name follows the IOC (International Ornithological Congress) taxonomy. The name is recorded in the Title field of the file properties in Windows. Examples are :

Australian King-Parrot
Australian Ringneck (macgillvrayi)
Australian Ringneck (flavistic)
Hardhead x Grey Teal

The sub species are currently taken from Michael Morcombe's Field Guide to Australian Birds Complete Compact Edition Second Edition (2016). There are photographs of birds with aberrant plumage, and of birds that are hybrids.

Species (or sub species) that have not occurred in Western Australia are marked in **red** in the Excel spreadsheet. Aberrant plumage, hybrids and some photos such as wader flocks are marked in black in the Excel spreadsheet.

File Names

Every photograph is given a name consisting of the species; the sub species if relevant; a code for the photographer; and a sequence number. Examples are :

Australian King-Parrot GS1
Australian Ringneck macgillvrayi FO2
Australian Ringneck flavistic AS1
Hardhead x Grey Teal FO4
Shy Albatross cauta FO09
Brown Quail 011_1
Wader Flock GR1

Every photographer is given a two, three or four letter code. This list is recorded in a separate sheet in the Excel workbook. The code for the photographer is usually their initials. If two (or more) photographers have the same initials, then the photographer that is likely to have the most photographs in the Digital Image Library has the initials, and the other photographer(s) has the initials with the second character of their surname in lower case. There are some that don't quite fit or where there are many that match, so there are codes such as **MCak** for Martin Cake, **HdK** for Heyn de Koek and **PMS** for Paul & Margaret Setchell. If the photographer is unknown then the code **XX** is used, but this is to be avoided if at all possible.

The sequence number is usually a single digit, but if there are 10 or more photographs from a photographer then all photographs are given a two digit sequence so that the file names sort correctly.

Rating

Every photograph is given a rating. This is recorded in the Excel spreadsheet and also as the Rating field of the file properties in Windows. The rating is a value from 1 to 5. The ratings are very subjective, but are meant to reflect the following :

5	An excellent photograph that would be suitable for printing at least A4 size. At least 2MB+ and 2000x2000 resolution.
4	An excellent photograph for use in PowerPoint. At least 200KB and preferably at least 800x800 resolution.
3	A good photograph that could be used in PowerPoint. Maybe the size is too small, or the image is not totally sharp.
2	A poor photograph but worth keeping. It might show plumage or identification features. It might be the best photograph we have so far. It may be a photograph of a rarity.
1	A very poor photograph but a record shot worth keeping for some reason other than PowerPoint.

These ratings have evolved over the time that the Digital Image Library has been compiled. The Rating column in the Digital Image Library spreadsheet is greyed for these entries that have not been revised since the changes.