

HISTORIC IRIS PRESERVATION SOCIETY

Job title	Slide Preservation Committee Chair
Reports to	HIPS President

Job purpose

The Slide Preservation Committee Chair coordinates all activities of slide preservation for HIPS, including overseeing a slide preservation committee. The Slide Preservation Committee Chair is appointed by the HIPS President and the Chair appoints committee members. The Chair reports to the HIPS President on behalf of the committee. The Slide Preservation Committee is an ad hoc committee and holds no voting rights on the HIPS Board.

Duties and responsibilities

Overview: The Slide Preservation Chair oversees the preserving, digitizing, and archiving of current and future slides donated to HIPS. The slides will be stored using the procedures in the AIS Disaster Plan. Once the slides are digitized, they will be placed in archival storage at the AIS Ben Hager & Sid Dubose Library unless noted otherwise, below.

Volunteers: The Slide Preservation Chair will recruit and oversee volunteers as needed to serve on a Slide Preservation Committee. The volunteers will sort the slides and scan them at no less than 600ppi in JPEG format.

Distribution: Copies of all images will be given to the AIS Encyclopedia manager, the HIPS president, the HIPS webmaster, and the editor of ROOTS. Other copies of the scanned images may be distributed on request. A copy of all scanned images may be retained by the Slide Preservation Chair. The images may be used in the HIPS Gallery, the AIS Wiki, ROOTS, and other publications on request.

SCANNING PROCEDURES

Sorting: Discard all bad photos or slides too damaged to be of any use. (Unless they are being returned to the originator; in that case they are ignored and not scanned.)

Scanning Priority: Slides should be scanned according to the following order of priority. Sets from individual sources should be kept together.

HIGH PRIORITY

Flower photos of irises that are presumed lost: these should be scanned for use in identification and are especially be in need of preservation; they could help ID ‘unknown’ (noid) irises that are being rescued in increasing numbers.

Species iris photo: if shot “in the wild” and documented when and where taken. These are worth preserving if the habitats have been lost to development. Ask

SIGNA if they are of interest to them.

Flower closeups: these are more than just an identification/diagnostic resource; consider them invaluable as a piece of history as well as a 'mug shot' of the cultivar's early years for posterity. i.e. A shot of 'Mary Randall' taken in the early 1950s is worth saving, in particular if it had been taken in a prominent garden. Preserve these shots in addition to good images of the same iris taken more recently.

Photos of people: especially when labeled; these are the most valuable as they cannot be replicated.

MEDIUM PRIORITY

Garden shots: keep those from notable gardens.

LOW PRIORITY

Seedlings: review seedling numbers for possible later introduction. Send to AIS archives.

Local meetings or shows: these are probably only of local interest; pass to that society. (If it falls under the 'people' category may be valuable for preserving.)

Flower shots of available irises: scan as time allows.

Scan Labeling: ensure that all slides and digital photographs are correctly labeled as follows:

Subject Matter or Plant name / hybridizer / year of introduction / photographer / date taken.

Place taken and other information can be added if available. Broken down this is:

- 1) Subject Matter: this can be a garden name, a plant name, a person's name or an object's name. Hybridizer and year of introduction should be added when available.
- 2) Photographer's name: many, many times this is the one thing that is lost or not recorded and should be saved with every photo
- 3) The date that the photo was taken: sometimes we may have to resort to the date on the slide when it was processed
- 4) Place where the photo was taken: this can be the garden name or place, or the person's name at whose home the photo was taken
- 5) Additional information: this can include camera settings or the name of a

special event like the AIS National Convention 2002

Data should be stored on an electronic spreadsheet, such as Excel, for future reference.

Qualifications

The Slide Preservation Chair must be able to:

- Correctly operate a scanner and computer to scan images into digital format
- Label and save electronic digital scans
- Copy records onto DVDs or flash drives for shipment as needed
- Be able to work with an electronic spreadsheet, such as Excel
- Communicate via email on a regular basis, including emailing files as needed
- Prepare a yearly report for the HIPS President, who will disseminate it

Working conditions

The Slide Preservation Chair position is a “work-from-home” job. A high-quality scanner is available to the Chair, on loan from AIS. Committee members may need to use their own personal scanners, as available.

Physical requirements

There are no particular physical requirements other than those needed to perform the duties listed in Qualifications.

Direct reports

The Slide Preservation Chair will supervise any members of a Slide Committee. The Chair will prepare an annual report for the HIPS President, who will disseminate it.

Approved by:	
Date approved:	
Reviewed:	