

**Draft Revision of Guidelines -- 2012**

Ohio Odonata Society

Photo Records Committee

**[*Proposed changes in red, bold, italic.*]****Statement of Purpose**

1.

The Ohio Odonata Society (OOS) will utilize this committee to evaluate and make available a wider range of data on the distribution of Odonata in Ohio, as well as to provide greater information about species throughout the state. This will enable consideration of observations recorded by photographic means in situations when the observer has no net, has no collecting permit for the area, or for any other reason is able to collect a photograph of a species but has not collected a voucher specimen.

2.

Types of records to be considered include:

- a). new county records;
- b). new records for significant sites within counties where the species is already known; or
- c). additional location(s), regardless of county record, in the case of a State threatened or endangered species
- d). new state records – although these will be subjected to more rigorous review and will be rejected outright without compelling evidence in the photos and notes of observers.

Under item b). there must be significant reason why such a photo record should be submitted for this site. Generally records of species already known within the county will not be considered.

3.

Records added to the database from photographs must be clearly identified as from photos only, without any voucher specimen. Such recording will be done in a manner permitting their isolation as needed for scientific analysis and review.

**Photographic Records Committee**

On January 29, 2003 OOS President Eric Chapman appointed a committee to work on guidelines for photographic records. The Photographic Records Committee (PRC) as appointed included: Bob Glotzhober, Dave McShaffrey, Larry Rosche, and Jan Trybula.

Future committees should be composed of 6 members with 2 members elected annually from the OOS membership. Individuals will be selected for their knowledge, expertise, and willingness to serve. ***Each year, the elected members of the committee will select from among themselves a chair-person to coordinate submissions, judging and reporting.***

**Requirements for Submission**

***Photo Quality.*** The images must be clearly visible, in good focus, with good exposure and with the Odonate relatively large in the frame. Key characters for identification must be visible. This will, of course, be highly variable from species to species. Submitters are encouraged to submit several shots from different angles of view if possible. The committee will not publish any strict list of required views, but will judge this on a case-by-case basis.

**Standard Data.** Attached to the image should be all the data expected for any specimen voucher: specific location described in detail, township, section when possible; body of water where applicable; nearest road etc. and preferably with latitude and longitude; date written as day-month-year with the month spelled out

(i.e. 6 May 2003 not 6/5/03 which could be interpreted in at least three different ways).

**Photo Data.** In addition to the above standard data, add the name of the photographer (don't make us assume that it is the same as the submitter), type of equipment and media used (film brand, speed, type or digital format). If appropriate, list names & contact information for any other observers present who can and will corroborate the event.

### **Photo Type and Storage**

After review by the PRC all approved submissions will be stored in a permanent record file. These will be stored in at least two modes and maintained by the Database Manager. Regardless of original format, storage must include a hard copy (archival print) of the image(s) and all supporting data. Additionally, a digital image in a commonly acceptable format will be saved in an electronic file.

### **Submission Guidelines**

Photos and the complete data as discussed above should be submitted to the committee chair. The chair or their designee will convert the format as appropriate, and distribute electronically to all members of the PRC.

### **PRC Review**

The members of the PRC will review all submissions in a timely fashion, at a schedule agreed upon by the PRC members and approved by the current OOS President. They may judge (as a committee) to eliminate from consideration any photos based upon quality, possible confusion with similar species from the region that cannot be separated given the image(s) available. They will also consider the distribution of the proposed record species in nearby counties and states and the likelihood that this is a reasonable and anticipated record. Also the simplicity of identification of a given species will be an important consideration. Species identifications that routinely require measurements or detailed microscopic examination will be excluded. Subspecies or hybrids that cannot be clearly differentiated from the photos will be eliminated. Many other reasons for potential elimination may occur, and will be judged by the committee as appropriate.

The PRC may review images in an electronic format, or at a meeting called for that purpose. Prior to any voting to accept or reject, comments and discussion should be exchanged between members. After all members of the PRC have had an opportunity to review the image(s) and comments, the chair will call for vote. ~~The PRC will require a unanimous vote to approve a new county or a new state record.~~ *Approval of a record will require a minimum of four affirmative votes, with no more than one negative vote. Members can "pass" on voting if they feel uncertain for any reason* Approved submissions will be published in the Ohio Dragon-Flier newsletter and may be shared visually at the annual meeting. They will be entered into the OOS Database as a "Photo" record (see guidelines below).

Individuals whose submissions are rejected by the PRC may request an appeal from the OOS President. The President, upon accepting the appeal, will request the image(s) to be posted on the OOS Website along with:

- a). reasons why the individual submitting feels the record should be accepted;

b). reasons why the PRC rejected the image(s).

The posting (which will also be noted in the Ohio Dragon-Flier ) will solicit comments from other OOS members to the President. In the event of numerous, strong and valid comments in support, the President may forward all comments to the PRC along with a request to re-evaluate the vote. The appealed vote of the PRC will be final, and will consider all comments along with the image itself.

### **Database Consideration**

The OOS Database already contains a number of records that represent published data for which we have no known specimens in an available collection. These are currently marked as “PUB” in the Collection field, and “Publication Only” in the Comment field. All accepted photographic records will be recorded in a similar fashion, with the Collection field reading “Photo” and the Comment field reading “Photo Only.” The database can easily isolate either/or/both the PUB records and the PHOTO records from those represented by specimens.

*Any* dot maps on the OOS website or *in print form* will clearly indicate which records are PUB and which are PHOTO, as opposed to those based upon specimens in collections.