

PSA HISTORICAL 3D IMAGE COLLECTIONS COMMITTEE
Master Operating Manual
October 2020

INTRODUCTION

This Master Operating Manual for the PSA Historical 3D Image Collections Committee provides a summary of the committee's 1) general responsibilities; 2) term of office; 3) term Limit 4) reporting responsibilities; 5) required meetings; 6) specific duties; 7) budget; 8) equipment required; and 9) time required.

1. GENERAL RESPONSIBILITIES

The PSA Historical 3D Image Collections (3DIC) Committee assumes responsibility for the images in all sections of the previous 3DD permanent collection (Hall of Fame), and future acquisitions.

2. TERM OF OFFICE

The 3DIC Chairperson is appointed by the President of PSA for one or subsequent two-year terms. Three committee members are appointed by the Image Collections Vice President (ICVP) in cooperation with the chairman to serve on a rolling basis, i.e. each year one member is named to replace the longest serving member. Members are eligible to serve consecutive terms. The ICVP is an ex-officio member of the committee.

3. TERM LIMIT

The term limit for members to serve on the PSA Historical 3D Image Collections Committee is 4 years. Retired members are eligible for reappointment.

4. REPORTING RESPONSIBILITIES

The 3DIC committee reports to the PSA ICVP.

5. REQUIRED MEETINGS

The 3DIC committee will meet electronically or in person whenever any member of the committee or the PSA board raises an issue.

6. SPECIFIC DUTIES

The specific duties of the 3DIC committee include oversight, identification and preservation of the existing images, and setting the qualifications and procedures for the acquisition of additional images. Criteria are outlined in Appendix A. Any changes require a majority vote of the committee.

Record relevant data and secure releases on all new acquisitions.

Individual members of the committee can be assigned responsibility by the chairman for oversight or custody of specific sections of the collection, i.e. slide, print or digital, according to the existing procedures.

7. BUDGET

The 3DIC Chairman prepares an annual budget (or estimates expenses) and submits it to the ICVP and PSA Treasurer prior to the PSA annual BOD meeting in the spring.

8. EQUIPMENT REQUIRED

The 3DIC committee members shall have E-mail capability for exchanging ideas and voting on committee business, and the capability to view anaglyph and side-by-side 3D images.

9. ESTIMATED TIME REQUIRED

The 3DIC committee will meet, either electronically or in person, intermittently as needed.

APPENDICIES

Appendix A – Criteria for **acceptance** into the 3D Image Collection

Appendix B – Historical 3D Image Collection Procedure

Appendix C – PSA Permanent Collection Donation and License Agreement

Appendix A: Criteria for acceptance into the 3D Image Collection

1. 3DD SLIDES

10 Acceptances in PSA recognized exhibitions

2. 3DD PRINTS

8 Acceptances in PSA recognized exhibitions. A medal counts as two acceptances for the purpose of qualifying a print for the collection.

3. 3DD DIGITAL

8 Acceptances in PSA recognized exhibitions. A medal counts as two acceptances for the purpose of qualifying for the collection.

4. 3DD MIXED FORMAT

3D Image formats can be combined to qualify an image to be accepted in the format that had at least five exhibition acceptance credits among the eight required.

Appendix B: Historical 3D Image Collection Procedure

- Traditionally for a slide to qualify for the 3DD Hall of Fame (permanent collection) required ten acceptances in PSA recognized exhibitions. The slide was donated to 3DD to display for the public.
- When a print section was established in 2004, the membership approved a recommendation that eight acceptances as a print (card, anaglyph, etc.) would qualify an image, and subsequently that a medal could count as two acceptances for the purpose of qualifying a print for the collection. The print collection is usually displayed at the annual conference.
- When a digital section was established in 2016, the membership agreed that the same criteria would apply, i.e. that eight digital acceptances would qualify an image, and that a medal could count double for this purpose. Qualified digital 3D images can be added to the scanned slides.

- In 2020, the 3DIC committee voted to allow acceptances from more than one format to be combined to qualify an image to be included. It shall be submitted in the format with a majority of the required exhibition acceptance credits.

Appendix C:

PSA Permanent Collection Donation and License Agreement, 3-D Section

1. I hereby grant permission for my selected images to be included in the Photographic Society of America Permanent Collection or a sub-collection, to be held at the University of Central Oklahoma or other facility, and to be credited when displayed or reproduced.
2. I hereby: (A) donate the physical/digital images listed to the Photographic Society of America (PSA), and (B) license to PSA the non-exclusive right to use the image(s) individually or in combination with other images, for any purpose that PSA determines, in any media or formats now known or hereafter developed, including but not limited to:
 - a. Scan, reproduce and distribute the image(s);
 - b. Exhibit the image(s) in museums, galleries, and other venues, including online galleries;
 - c. Publish the image(s) in programs (both printed and electronic), and any other media determined by PSA;
 - d. License the image(s) to others either directly or through third parties;
 - e. Reproduce and distribute the image(s) in PSA educational or other PSA produced publications, brochures, calendars or other products.

This license is royalty-free, non-exclusive, and perpetual. I am of full age, possess all the rights to each of the images listed, including copyright, and the right and permission to donate and license the image(s) to PSA, and will hold PSA, its officers, licensees, and its successors in interest from any claims, damages, liabilities and costs arising from a breach of this representation. I understand that PSA may need to make minor alterations and or modifications to the original image which does not alter the integrity of the image(s).

Once the donation is made to PSA, the physical/digital Image(s) provided to PSA becomes PSA's sole property. I understand that PSA shall have no obligation to use the image(s) in any form as described in the agreement, or to inventory and store the images.

TITLE(S):

SIGNATURE:

DATE:

PRINT name:

Please return this to: Twila Bourlon, 8241 S. Walker, Suite 104, Oklahoma City, OK 73139

