Photo Submission and Membership Instructions

Membership Instructions

1. Go to https://dodpifphotosite.shutterfly.com
   a. Other sites: https://dodnaturalresourceslibrary.shutterfly.com
   b. And: https://dodparcphotolibrary.shutterfly.com
2. Click Sign Up in the top right corner and fill out form. This will send an email to the Administrators to verify the new membership. As soon as you are verified (this may take a few hours or days) you will receive and email that allows full access to download of photos and documents.

Photo Submission

1. Photo must be the property of the submitter. If you do not own it please do not submit it.
2. Photo format must be JPG or JPEG because website does not accept other formats.
3. Photo must be of birds with the exception of the 1) field work photos showing management and conservation techniques for birds; and 2) avian habitat photos
4. Photos taken on DoD installations are preferred but other locations are acceptable. Photos from any country are accepted.
5. Photo's subject should generally be in-focus. Photos should not be grainy or ambiguous in content.
6. Species Photo File Name must this following format: current common name-scientific name-location (name of installation if applicable)-State (or country)-photographer name.jpg
   Example: American Kestrel- Falco sparverius-Naval Station Guantanamo Bay-Cuba-Paul Block.jpg
7. Common and scientific names used for photographs shall follow that listed in the most current "Common and Scientific Name List" available under

"DoD PIF Bird List 2014". This list follows taxonomic order listed in the most current Clements Checklist.

8. Field Work Photo File Name must follow this format: brief keyword description-location (name of installation if applicable)-State (or country)-photographer name.jpg
Example: Christmas Bird Count-Naval Weapons Station Yorktown-VA-Paul Block.jpg

9. Habitat Photo File Name must follow this format: brief keyword description-location (name of installation if applicable)-State (or country)-photographer name.jpg
Example: Mixed Woodlands-Naval Weapons Station Yorktown-VA-Paul Block.jpg

10. EMAIL Submissions: Send photos to paul.block@navy.mil Please do not send more than 12MB in one email; it will be rejected by the system.

11. MAIL Submissions on CD/DVD to:
Paul Block, NAVFAC Atlantic, 6506 Hampton Blvd, Norfolk, VA 23508

12. Site administrators maintain the right to reject any photo due to quality or content or other reasons deemed applicable.

13. See Photo Policy, Ethics and Permissions under Library Tab.