

**TO:** CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

**DATE:** 2018 August 13

**FROM:** CITY ARCHIVIST

**FILE:** 2410-20

**SUBJECT:** CITY ARCHIVES PHOTOGRAPH COLLECTION ACCESS AND USE

**PURPOSE:** Updated protocol for unrestricted photographs housed at the City of Burnaby Archives

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**RECOMMENDATION:**

1. **THAT** this report be received for information.

**REPORT****1.0 BACKGROUND**

In a continued effort to improve efficiency and streamline processes, the Archives undertook to improve the turnaround time required by Archives staff when responding to requests for photographs. The solution put forward in this report ensures that we are making our holdings available to the largest community possible, without any unwarranted restrictions on their use.

**1.1 Impetus**

In 2016, we received 110 requests for high resolution images of photographs in our holdings (average of 5 photos per request), resulting in 1,100 hours of staff time, or 60% of one staff person's year.

**1.2 Current practice**

All digital images currently available on [heritageburnaby.ca](http://heritageburnaby.ca) (Heritage Burnaby) are low resolution (for access), whether or not the originals in our holdings have any restrictions on use. When a member of the public or a City staff person is interested in using one of our images for any purpose other than online access, the Archives is contacted to produce a high resolution (for dissemination) image.

Unrestricted photographs are those that are in the public domain (meaning not protected by intellectual property laws such as copyright, trademark, or patent laws), not restricted by the Freedom of Information and Protection of Privacy Act (FOIPPA), and not restricted in any other

way (donor restrictions, etc.). Since 2016, to facilitate the access to and use of unrestricted photographs, individuals do not need to fill out any paperwork when requesting high resolution images of unrestricted photographs for any use. A Reproduction Agreement (RA) form is not required because there are no conditions of use set on these images.

## **2.0 New protocol**

For those photographs in our holdings that are unrestricted:

- Archives will partner with the City's Information Technology (IT) department to update the online images in this record set from low resolution to high resolution so that both the public and City staff can freely download them from Heritage Burnaby on their own, without any further output of time from Archives' staff.

All restrictions (including copyright, FOIPPA, frailty of records, donor intent, etc.) will continue to be respected and the RA will continue to be used for those photographs with restrictions in our holdings.

## **2.1 Benefits**

Although this protocol will require time up front to implement, we will ultimately have a much more streamlined approach to photograph requests, which will free up staff to work on other projects once it is in place. In addition:

- The public will have much easier access: self-service in most cases.
- IT can accommodate the disk space for this change, so no cost will be associated.

## **2.2 Building on the successes of last year**

In 2017, all Open 1894-1969 Council records were made permanently accessible online and freely downloadable from Heritage Burnaby without any further output of time from Archives' staff. This recent update to Heritage Burnaby has created the dual benefit of helping ensure open and accountable government while also having a positive impact on the staff time normally required to respond to requests for Council records from both City staff and the public. Providing high resolution images of unrestricted photographs for download is a logical next step, building on this success.


## **2.3 Burnaby Historical Society photograph collection**

The incorporation of the Burnaby Historical Society Community Archives collections into the City's holdings in 2007 saw over 100 metres of textual records and over 10,000 photographs moved to the Archives facility, and set a strong example of support for the protection and preservation of the City's documentary heritage.

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The Archives will implement this new protocol beginning with the approximately 900 unrestricted photographs that are part of the Burnaby Historical Society photograph collection, due to their frequent requests for use as well as the positive and profound impact that this Society has had on the City of Burnaby and its citizens. Although there is sadness in the fact that the Society is in the process of disbanding, we see this as a great legacy project for the City Archives to undertake.

Respectfully submitted,



Rebecca Pasch  
CITY ARCHIVIST

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Copied to: Director of Corporate Services  
City Clerk