

**Federation of Camera Clubs - NSW**

# Policy on Print Handling

# 1.0   Introduction

All prints being entered into FCC Competitions must be handled with a high standard of professional care.  Careful handling is respectful of the photographer’s work put into the print, and will also minimise the risk of prints or mounts being bent, creased, scratched or in other ways damaged.

The FCC takes all reasonable care to protect prints entered into FCC competitions but can take no responsibility for any damage to prints.

This Print Handling Policy identifies the minimum practical actions recommended by the FCC to be taken when selecting, mounting, packaging, transporting, handling, displaying and collecting prints.

# 2.0   Handling Practices

**2.1      Selecting prints**

Prints entered into FCC competitions should be replaceable given there is always a small risk they could be damaged.  Photographers wishing to enter prints made from specialised materials (such metallic paper) or specialist printing processes (such as Platinum-Palladium printing) should contact the FCC (nswfccsecretry@gmail.com) to discuss how this can be done safely.

**2.2      Mounting prints**

It is a requirement of entry into all FCC competitions that:

·       All prints are to be mounted to a finished size of 40cm x 50cm and not exceed 5mm in thickness. The actual print can be any size within this finished mount. Polystyrene mounts are not eligible.

·       The back of each print must bear the label produced by your entry in this competition. Please affix the label to the rear of each print (preferably in the top left-hand corner).

·       Prints and mounts must not have Velcro, unstuck labels, tape flaps or sticky residue on the back of mounts. These sticky materials can damage other prints or mounts if they come into contact with them.

If prints do not adhere to these requirements they will not be accepted and will be returned unjudged. The entry fee will not be refunded.

**2.3      Packing prints**

If a package of prints is being transported or mailed to the FCC, or is to be picked up from the FCC after a competition:

·       All prints are to be packed in a flat, rigid container so the prints will not be bent or creased.

·       Packing material is to be used where necessary to prevent prints from sliding around in the container.

·       Where prints packed one on top of another, all print are to be arranged so backing board faces another backing board, and a print’s image faces another image. Clean, blank paper with a smooth surface may also be placed between images to prevent them touching each other (interleaving).

·       Where a package of multiple prints is heavy, the package must be lifted and carried in ways that (i) are safe for the person or persons carrying the package, and (ii) prevent the package from being dropped.

**2.4      Transporting prints**

Prints, or packages of prints, should always be transported on a flat, horizontal, solid surface to prevent bending.

**2.5      Handling, Judging and Displaying prints**

Prints should not be handled unless absolutely necessary.  The surface of a print should never be touched by a bare hand or any other material.  Food and beverages are not allowed in areas where prints are packed, unpacked, judged, displayed or repacked.

At FCC competitions, only FCC-authorised members may handle prints for judging, display or other purposes. FCC-authorised members handling prints will use cotton gloves (provided by the FCC) to ensure prints and mounts are not damaged.

**2.6      Collecting prints**

Following an FCC competition, Club members and authorised FCC members collecting prints are to follow the packing, transporting and handling practices listed above.

# 3.0   Reporting damage

If a print or mount is damaged, photographers or Clubs are asked to report what happened to the FCC (nswfccsecretry@gmail.com) so that the FCC take necessary action to prevent the damage from occurring again.

# 4.0   Authorisation

This policy was approved by the FCC Committee on 15 February 2024.