

WEBSITE VETTING COMMITTEE PROCEDURES - Version 3 – January 12, 2011

OBJECTIVES:

To assure that the line drawing index on the Carder Steuben Club Website (hereafter called "the Website") is accurate and useful.

This will be accomplished by requiring that photos of items believed to be Carder Steuben, which have been submitted for inclusion in the Website line drawing index, are subject to vetting prior to uploading to the Website.

The procedure may also be used in the case where attribution of a photo already on the Website is challenged.

PROCEDURES:

The Website Vetting Committee will consist of the President of the Carder Steuben Club and all current Board Members (who may decline to serve), together with any outside experts that the President deems appropriate to add to the Committee. The Chair of the Website Vetting Committee is selected by majority vote of the Committee Members. If the Chair is unavailable to act at any time, the position of Chair defaults to the Club President or his delegate.

The Webmaster may acknowledge receipt of the submitted photo/s and information in a timely manner, normally within 14 days. This acknowledgment must not provide an opinion regarding authenticity of the glass item/s.

The Webmaster may do a preliminary review ("fast track review") of submitted photos, to determine which are suitable for immediate uploading to the Website. The Webmaster will post a summary page of photos which are intended for immediate uploading for Website Vetting Committee Members to view. The fast track review is intended to be used in the case where bulk lots of photos are received, or where the photos were on the previous website.

Where further review is necessary prior to uploading photos to the Website, the Webmaster will post photos to a Vetting Page, and circulate the Page to Committee members, normally on the 1st and 15th of every month. The Webmaster should include any information known or supplied about the glass item, such as line drawing number, type, color, dimensions, technique, decoration, provenance, signature etc.

An example of a blank Vetting Page is attached. Committee members should declare on the Vetting Page if they have first hand knowledge of an item that they are reviewing.

Committee Members should review the photos and information on the Vetting Page and form an opinion on whether the glass item is Carder Steuben and suitable for uploading to the Website. Written comments justifying opinions should be provided within 14 days to the Website Vetting Committee Chair. Justifications should cite references or qualified expert opinions where possible. Extensions of the review time period may be given, usually in the case where outside expertise has been requested.

Committee Members may abstain from this process if they feel their input is not useful.

The Website Vetting Committee Chair receives all opinions from the Committee Members and circulates all decisions rendered to the Committee Members by means of a Decision Summary Table.

If there are no comments on a particular glass item, or if there is a general consensus of opinion that the item should be uploaded to the Website, then the Chair informs the Webmaster that the photo is suitable for uploading to the Website.

The Webmaster may then notify the person who originally submitted the item that the piece has been included in the Website line drawing index.

Where there is any difference of opinion or uncertainty regarding a glass item, the photo and information is moved to an "Awaiting Decision" page maintained by the Webmaster. Glass items may remain on the "Awaiting Decision" indefinitely but may be sent for Vetting again at any time.

The Webmaster may then notify the person who originally submitted the item that the piece has not been included in the Website line drawing index.

A summary of uploaded pictures may be sent to the club's Blog Master by the Webmaster.

The Website Vetting Committee Chair will maintain records of the Committee Opinions and uploads to the Website line drawing index. It is expected that most, if not all, correspondence, information and photos will be electronic in format, and will be maintained electronically.

Carder Steuben Club Vetting Page



Drawing Number(s): 6026

Form: Tumbler

Type: Iridescent

Color: Verre de Soie

Cased Colors: none

Decoration: Threading and foot

Decoration Colors: Coral

Cut/Eng. Pattern: none

Acid Etch Pattern: none

Size: 6 in high