Photos information for university employees

Where can I store university photos?

If your Google Photos app contains photos for university business or research purposes, you may need to save these photos to a new university-approved location. Please talk to your supervisor or department leadership to discuss how best to store these photos, as there isn't a "one size fits all" option. The table below may help you navigate your options:

STORAGE SOLUTION	TYPICALLY USED FOR:	NOTES
Microsoft OneDrive	Photos you want to store and manage individually	Storage limits will apply
Google Drive	Photos you want to store and manage individually or with a defined group	Storage limits will apply
Microsoft SharePoint	Photos that are added, managed, and accessed by multiple people in your group	Will soon be subject to approval by your department; storage limits will apply
Google Shared Drive	Photos that are added, managed, and accessed by multiple people in your group	Subject to approval by your department; storage limits will apply
Your local VT-owned computer or external device	Photos you want to store and manage individually	Discuss with your supervisor. Many departments would discourage this approach, and it's important that your computer or device is getting backed up regularly if you use this option.
Departmental server or RAID array	Larger photo repositories; other uses according to departmental needs and requirements	Discuss options with your supervisor and departmental IT.
Other cloud storage services (Amazon Web Services, Microsoft Azure, or Google Cloud Platform)	Larger photo repositories; higher-risk data; research-related images or videos; other uses	Additional costs will apply; Discuss options with your supervisor and departmental IT.
PhotoBucket, PhotoShelter, Omeka, and other apps approved for limited use	Specialized needs	These apps have been approved by specific units at VT. The tools may provide features such as: CMS-like functions, photo editing presets, versioning and compression options, customizations to enable curation of digital collections, etc.

The University Photo Library is an additional resource that should be considered as people move photos out of the Google Photos app. While not a storage solution per se, it is a tool used universitywide to share curated photo selections that may have widespread use for news stories, websites, etc. For more information, please refer to Sharing photos for the university photo library.

If you have any questions or need help with Google Workspace at Virginia Tech, please contact 4Help.