**Resource Space Image Submission List**

Each image must have the following information for each photo:

* **Image name** (Name of the image MUST be in a descriptive format like “ProfessorX-lecture-01-11-18.jpg” and not “image1234.jpg” or similar – no default camera/generic/numeric image names)
* **Who or What** (First and last names, titles of visible people AND/OR what event the images were taken)
* **Location** (What buildings, location inside/outside)
* **When shot** (Month, date and year)
* **Photographer credit**(and any specific photography rights/limitations, if needed)
* Any other notes related to image content that the photographer wants to include
* **Submitter’s name and contact information**

REQUIRED IMAGE BATCH INFORMATION:

* **Submitter’s Name**:
* **Submitter’s Contact Information**:
* **Miscellaneous notes**:

The following pages are pre-formatted with the above image requirements without the descriptive information text.

REQUIRED IMAGE LIST INFORMATION:

* **Image name**:
* **Who or What**:
* **Location**:
* **When shot**:
* **Photographer credit:**
* **Image name**:
* **Who or What**:
* **Location**:
* **When shot**:
* **Photographer credit:**
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* **Location**:
* **When shot**:
* **Photographer credit:**

(copy and paste additional sections as needed)