

Image Tracking

File Reference/ID _____

Your Reference/ID _____

Source _____

Caption _____

Official Name/Title _____

Copyright Public Domain Copyrighted Creative Commons Private

Copyright is an essential component of any creative project that uses other creators' materials in the telling of a story. If you find an image that you would like to use, ensure that you fully explore the copyright ownership and restrictions of use for the image in question. Read about copyright in [Creating Great Stories](#). In the Attribution Detail (below), make clear notes about how the copyright owner wants their work to be attributed (acknowledged). This is always important, but is particularly important when the creator is offering use of their work at no cost. Our [Creating Great Stories](#) suggests sources for such generous offerings.

Attribution Detail _____

Size _____ MB KB RGB Grey

Advanced

The following information may not always be needed, but can be very useful to in some instances where a particular image has been difficult to locate. You will be grateful for those times when you need to retrace your steps and access data essential to the use of an image.

Location Detail _____

Fonds # _____ **Series #** _____ **Sub-series #** _____

Accession # _____ **Box #** _____ **Other #** _____

Image Date _____ **Photographer** _____

Your Notes _____