LOS ANGELES: THE CITY AND THE LIBRARY — IMAGE WORKSHEET

You will need to complete all fields in this worksheet during your session with the UCLA Library Special Collections. Please check with the guest lecturer from Special Collections and Prof. Jaurretche to ensure that your objects/images meet the criteria and that the information gathered is complete and accurate.

Your group will use this information when creating your entry for the *Los Angeles: The City and the Library* project site. **You will need to complete the following information for each object you choose.**

Archival object checklist:

☐ Is it primary source material? Archival?
For example, personal papers, physical photographs, a book or magazine (not parts of or images within a book or magazine), personal object (clothing, keepsakes, etc.)

☐ Can images of this be published on the web?
Since the photos you take of your object(s) will be published on the web, you need to be certain that we have permissions to publish.

☐ Can you designate a place in LA or surrounding area that is relevant to your object?
Your class project is a cultural map of Los Angeles, so you want your item to have relevance to LA. Make sure you can choose a place, street, or area in or around LA to which you can map your article.

Guidelines for taking photographs:

• Make sure photographs are clear and not photographed at an angle — lay flat if possible
• No fingers, hands, etc.!
• Take extra photographs for details that you don't want to forget and to ensure you get great images; you'll only need a few to publish online.

Required information for your image

Archival collection name:
ex.: "Dalton Trumbo Papers, 1934-1976"

Image title:
if the object already has a title, use it; if not, you'll need to create a title

Attribution:
include the creator, date, and source - ex.: "Dalton Trumbo, 1945. Image courtesy of UCLA Library Special Collections."

Alt-text (OK to do this after class, but it must be complete by the next class period):
a description of the image for the sight-disabled — should describe what you see, this is not a caption!

Full citation for object:
record the full-bibliographic citation for your object(s). You will need to include this in your bibliography

Image file names:
name image files something simple that reflects your article title; <u>no spaces, capitals, or unnecessary characters</u> - ex.: trumbo1.jpg, trumbo2.jpg…