

Black Swamp Memories Digital Scrapbook Project Photograph Description Form

Item ID# : _____

Institution _____ Number ____ of ____ Photograph Description Forms

Please fill out one form for each item or group of related photographs. Duplicate this form as needed. Black Swamp Memories Digital Scrapbook Project staff will contact you if additional information is needed.

Photograph Name/Title

What is the title or subject of the photograph or group of photographs?

Dates

When was(were) the photograph(s) taken or created?

Name of Photographer

Who created the photograph(s)?

Place/City/County

Where was it created?

Extent

Number of photographs.

Dimensions

ie. 5" x 7" (provide measurements)

Significance/Description

Briefly describe the photograph(s) and the aspects of local history it (they) document. Include people, places, events associated with the collection or item.

Subject Headings

Provenance

Who owned the photograph in the past?
How was it acquired?

Ownership and Rights

Does the submitting institution own?

___ yes ___ no

If yes, does institution hold copyright?

___ yes ___ no

If not, the following must apply:

___ Item is in public domain (created before 1923 or owner died before 1935).

___ Item is a public record.

___ Copyright holder signed a release.

Please attach deed of gift and/or copyright release.