



CENTER *of*
SOUTHWEST
STUDIES
FORT LEWIS COLLEGE

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Image Metadata Intake Form

This form is to be completed (along with signed Deed of Gift and/or Reproduction Permission Form and/or Temporary Custody Receipt Form) when any images are given or loaned to the Center for research use, possibly including digitization by the Archives. This enables the Center to provide information to researchers that adds to the value and historical significance of the image. One form is completed per image, unless a group of images all pertains to quite the same subject.

Accession number of this item: _____

Title of image: _____

Date of image (or approximation, if actual date is not known): _____

Name and city of photographer (if known): _____

Geographic subject: _____ Corporate name subject: _____

Names of persons in this view (left to right): _____

Narrative description of what a person is seeing in this image:

Notes about how I came to have this photograph, and any other useful/interesting information about the item:

Date: _____ Name of Person supplying this data: _____

I have read and agree to the above conditions, and I certify that I have full authority to agree to thereto.

Signed: _____ Date: _____

Received by: _____ Date: _____