**Recordkeeping**

Going into an archive and taking pictures of your material for later review is one way of keeping research ideas fresh in your mind. One very important and sometimes overlooked aspect of this process is good record keeping. Sometimes referred to as “metadata”, these notes will help you cite your information, keep your sources straight, and, if the need arises, help you find the source again. Not every source will have an entry for every blank: the more you are able to fill in, however, the stronger your records will be.

**Source Title**
Source title may be the title of the book or newspaper you are filming or the overall collection your source is in.

**Section Title**
Section title may refer to a newspaper article title, the volume or page number of a manuscript, or some other unique identifier for your source. If you are scanning several pages from a book, you might use this area to record page numbers.

**Creator**
Name of the author or creator of the source. If there are contributors, you may also want to list them.

**Description**
A brief description of the source that will refresh your memory when you are reviewing your photos later.

**Publisher Information**
With original sources, there may not be publisher information, but if there is, record that information here.

**Date of Item Creation**
Date of Item Creation would be a date on a letter, or date of publication. If only approximate date is known, that can go here too.

**Kind of Resource**
Take note of what kind of resource you are filming; book, letter, newspaper article, etc. Though it may be obvious to you, a couple months later when you revisit this item, your memory may be foggy.

**Rights**
What kind of copyright exists for this item, or whom must you contact for reprinting/publishing permission.

**File Name**
Name of the image file. You may need to leave this blank until you are at your home computer and are able to rename the file to something more meaningful to you.

**Date Your Image Taken**
Record the date you took your picture of the resource.

**Place Image Taken**
An address or name of library or archive. This may be helpful to you later.

**Notes**
Use this space to record any other information you might need to identify your source, notes for your own personal system, or any other information you might need.