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| **Creator/photographer** | **IMAGE number (original file name - Eg. MG\_1278.jpg)** | **Format (Eg. TIFF, JPEG2000, PNG, JPEG/ JFIF)** | **Image number (starting from one to xx, in order photographer intends images to be displayed)** | **Subject (for staff reference)** | **Title of image and location eg 'Jane Smith, Jetty Road, Glenelg'. or 'ANZAC Dawn Service, Driveway at a home in Parkside'** |
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| **Date photograph was taken (Eg. 2020 April 25)** | **Further information, if available - this will be used in the catalogue. It could be one statement for the whole series**  | **Final version/artists intent? (ie has been edited from RAW? processed to artist's intention?)** | **Privacy - subjects of photos - are there permissions? Can they be named on catalogue?** | **Select for Collection (Staff entered) Y/N** |
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