**GUIDELINES FOR SAVING DIGITAL IMAGES**

The Visual Resources Collection (VRC) collects *images of student work* in order to create an archival resource for publication, teaching, and promotional purposes.

We also welcome high-resolution architectural *images taken during travel* (especially of new architecture) to add to the collection. Please follow the guidelines below when shooting and turning in images.

**IMAGE FORMAT:**

* When shooting images, use the highest resolution possible.
* Save the image as .tif, .jpg, or .png format, or RAW format.
* Preferred image size is approximately 2000 x 3000 pixels (results in an 18-22 MB image).
* Minimum acceptable resolution is 1024 x 768 pixels.

To submit images for possible inclusion in the Visual Resources Collection, please fill out and sign the [Media Donor Agreement,](MEDIA%20DONOR%20AGR-FINAL.docx) and email the form and images to the Visual Resources Lecturer, [Jenna Duncan](mailto:jduncan@charlotte.edu).

Please contact [Jenna Duncan](mailto:jduncan@email.uncc.edu?subject=Image%20Archiving/Donation%20question) (704-687-0096) with any questions.