NAMING FILES

Include in the format: YY.MM.DD_assignment_*sequence beginning with 001]*
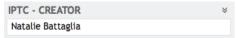

150824_LSC_First_Day_517.JPG

DESCRIPTION & CAPTION

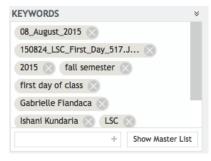Who, what, when, where, why, how • The creator

DESCRIPTION

Loyola University Chicago juniors Ishani Kundaria, left, and Gabrielle Fiandaca, catch up in-between classes on the first day of Fall Semester on the Lake Shore Campus, August 24, 2015. (Photo: Natalie Battaglia)
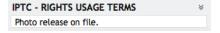
CREATOR

IPTC - CREATOR

Natalie Battaglia

KEYWORDS

KEYWORDS

- 08_August_2015
- 150824_LSC_First_Day_517.J...
- 2015
- fall semester
- first day of class
- Gabrielle Fiandaca
- Ishani Kundaria   LSC

Show Master List

CONSENT

On some occasions you will be required to get photo consent at events. A Loyola liaison will be present to help you achieve this.

IPTC - RIGHTS USAGE TERMS

Photo release on file.

We embed metadata into our photos to make them easy to search for in the Loyola UMC photo archive. To do this, you can batch embed the metadata into your images using editing software such as Photo Mechanic or Adobe Bridge.

Please provide each photo with a general description of who, what, when, where, why, and how to give context to your assignment. In most instances, only a general caption is needed. For instance, you do not need to identify every person in a group photo. However, if there is a particular student or notable person that you have been assigned to photograph, it is helpful to have that person identified in your caption.

We also ask that you please provide separate folders for edits and outtakes. Your edits folder should have 10 of your best images from the event or assignment. The edits folder should be toned, edited, slugged, and embedded with metadata. The outtakes photos generally do not need to be toned, unless your Loyola University Chicago client specifically asks for them. Please embed your outtakes photos with proper metadata and a general description of the event. Please refer to the UMC Master Taxonomy for Photographs attached to this document.

Any questions? Please contact Heather Eidson, UMC Multimedia Producer, at **heidson@LUC.edu.**

LOYOLA
UNIVERSITY CHICAGO

UMC MASTER TAXONOMY FOR PHOTOGRAPHS

IN DESCRIPTION FIELD

Who, what, when, where, and why

SLUG FOR ALL PHOTOS

YY.MM.DD_assignment_SEQ *(e.g. 13.08.28_convocation_001)*

IN KEYWORDS FIELD

Any applicable keywords

- Campus
- School
- Building
- Graduate vs. Undergraduate
- Classroom
- Alumni
- Athletics
- Student Life
- Construction
- Events
- Diversity
- Sustainability

IMAGE TYPE

- Landscape
- Isolated
- Whiteout
- Silhouette
- Archway
- Statue
- Sculpture
- Architecture
- Stained Glass
- Seasons
- Lake Michigan

CHARACTERISTICS OF A JESUIT EDUCATION

- Faith
- Service
- Academics
- Global
- Leadership
- Green
- Gracious
- Grounded
- Social Justice

SEASONS

- Spring
- Summer
- Fall
- Winter

CAMPUS

- Campus–Cuneo
- Campus–WTC
- Campus–LSC
- Campus–LUREC
- Campus–JFRC
- Campus–HSC
- Campus–Vietnam
- Campus–Beijing Center
- Loyola L Stop
- Red Line
- CTA
- Transportation
- Shuttle

SCHOOL

- School–Arrupe
- School–CAS
- School–GRAD
- School–LAW
- School–IPS
- School–IES
- School–Quinlan
- School–SCPS
- School–SOC
- School–SOE
- School–MNSON
- School–SSW
- School–SSOM
- Hank Center
- Gannon Center
- Health Science Division–HSD
- Center for Urban Research and Learning–CURL

BUILDINGS

- Arnold Fine Arts
- Baumhart Hall
- BVM Hall
- Burrows Hall
- Centennial Forum Student Union (historic)
- Crown Center
- Cudahy Library
- Cudahy Science Hall
- Cuneo Hall
- Damen Student Center
- Coffey Hall
- Dumbach Hall
- Flanner Hall
- Gentile Arena
- Halas Sports Center
- Ignatius House
- Klarchek Information Commons
- Madonna della Strada Chapel
- Newhart Theater
- Piper Hall
- Mundelein Center
- Norville Athletics Center
- Quinlan Life Sciences Center
- Sullivan Center
- St. Joseph Seminary
- Loyola Hall
- Corboy Law
- Lewis Towers
- IES
- Cudahy
- Baumhart
- Maguire Hall
- de Nobili Hall
- San Francisco Hall
- John and Kathy Schreiber Center
- Center for Translational Research and Education–CTRE

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