

# Your item

*One form for each photo, letter, etc to be scanned!*

Reference Number

Item title \_\_\_\_\_  
\_\_\_\_\_

## About the item

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copyright status \_\_\_\_\_  
*Optional - if known*

## Optional

*Some prompts that may provide further useful information about the item*

Date produced? \_\_\_\_\_  
*e.g. when was the photo taken?*

Where produced? \_\_\_\_\_  
*e.g. where was the photo taken?*

Who produced? \_\_\_\_\_  
*e.g. who took the photo?*