

## Photography submissions to the FWS National Digital Library

### Digital image checklist:

**Quality standards:** in focus, realistic color, unedited with proper composition (editable cropping), without date stamps or names. Photos should look good and serve a purpose to the USFWS. There is a selection process. You select the best 10 out of a 50 photo shoot.

**Technical standards:** Images shot at maximum size camera allowed (preferred); JPEG (preferred).

### Image content must meet one of the following priorities:

- National Wildlife Refuge System—Conserving our Lands and Resources
- Landscape Conservation—Working with Others
- Migratory Birds—Conservation and Management
- Threatened and Endangered Species—Achieving Recovery and Preventing Extinction
- Connecting People with Nature—Ensuring the Future of Conservation
- Aquatic Species—National Fish Habitat Initiative and Trust Species

**Rights management:** FWS public domain (preferred). NOTE: Photo of an adult or minor child, must attach a signed form 3-2260 (<http://www.fws.gov/forms/3-2260.pdf>).

### Image submission procedure:

Use one image submittal form per photo shoot along with photographer's electronic or written signature to verify ownership. Include the following required metadata for each image to describe the what, where and when data to enhance the search:

Photograph title (brief description of photo or species)

Alternate title (scientific name of species if app)

Creator (photographer)

Date of photo (date photo taken)

Location (State, Refuge/Fishery, or other place)

Description (what is happening in photo)

Subject(s) (also called Tag or tagging) (we use controlled vocabulary to help with searching)

Contact Eileen Hornbaker ([eileen\\_hornbaker@fws.gov](mailto:eileen_hornbaker@fws.gov); 304-876-7675) or Debora Martin ([debora\\_martin@fws.gov](mailto:debora_martin@fws.gov); 304-876-7426) for additional information.

Submit your images using the google drive or mail an external hard drive to:

USFWS, NCTC  
698 Conservation Way  
Shepherdstown, WV 25443  
ATTN: FWS National Digital Library

Visit us at: [images.fws.gov](http://images.fws.gov)