

Cape Town Project Center

Photos for Your Website & Resource Library



For your project, you will be creating resources that will become a part of the CTPC Resource Library. This is a tool that will be used by future Cape Town students, our community partners, and even others seeking to do development work in Cape Town and beyond. Images can be an important method of conveying your information, ideas or results (as they say, a picture is worth a thousand words). Sometimes, finding a picture online seems like the easiest thing. However, this should not be your default way of getting images! **As much as possible, the Cape Town Project Center wants to use its own images as examples of ideas and results.** You're sure to be taking lots of pictures while you're in Cape Town, both for your personal benefit and for your project. Here are a few things to consider...

- ***Plan ahead.*** Think about the pictures that you will need ahead of time when you go out to do your fieldwork. Think about the kind of resources you will be producing, and plan accordingly. Try to get at least a snapshot or two at key scenes as your project develops, such as meetings with sponsors or at various phases of a construction process. Although it may seem like a nuisance at the time, you will be glad for it later on!
- ***Be respectful.*** Not everyone in your community will be comfortable with having their picture taken. Although its great to have lots of pictures with your community members, make sure that they are okay with it first. Especially because these photos may be published, communicate with them ahead of time about the pictures you will be taking and what they will be used for. Bring a copy of last year's executive summary booklet, and explain that their pictures may be

- put in print if they are comfortable with it. If they ask you not to include them in pictures, or not to publish the pictures you have of them, honor their request.
- ***Designate a photographer.*** This is a matter of preference, but it can be helpful to assign one member of your team, or at least their camera, to document fieldwork. It will save time and trouble later on if you only have to look for a photo on one memory card vs. four or five, and will make sharing pictures with your advisors, sponsor or community easier if you don't have to compile them all.
 - ***Keep organized.*** It will be a lot easier to find the pictures that you need for resources later on if you know where to look for them. Periodically upload photos, and organize them in folders based on different facets of your project.

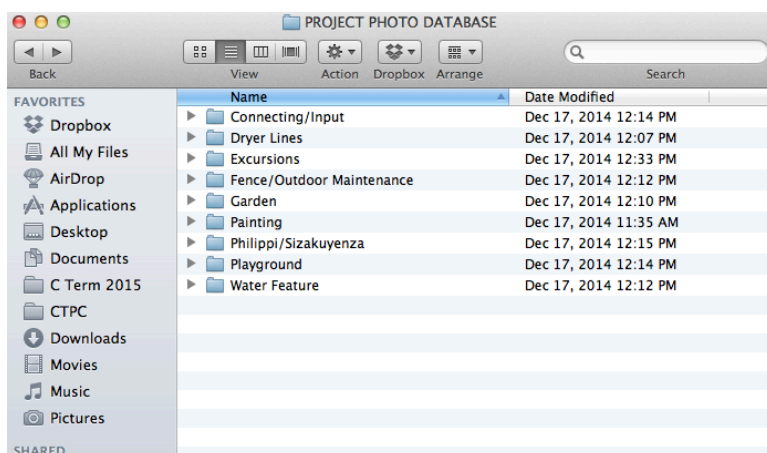


Figure 1: Example of a Project Photo Database, keeping pictures from the Sizakuyenza Safe House project organized by topic

- ***Hand over the camera.*** If you are concerned that taking photos is distracting you or holding you back from being involved in the “hands-on” of your project, give the camera to one of your (trusted) community members and ask them to take some photos while you work. Some of our favorite images were taken not by students, but by members of their communities. This is a great way to get someone involved, and to see the project from a different perspective.
- ***Share photos with your community.*** A great way to celebrate your hard work and progress is to put together a weekly slideshow of photos to share with your community. This is a great way to acknowledge community members who have been working closely with you each day, recharge motivation on your work, and have fun!

Retrieving Photos from the Web

Although we want to use our own photos rather than ones from the web as much as possible, sometimes we have to get photos from online. **If your team needs an image from online, make sure that you have permission to use this photo before putting it into a resource that will be published by the CTPC.**

You can either gain permission directly from the owner of the copyright, or indirectly if the image is in public domain. Search public domain photos, through sites such as

[WikiMedia](#) or [Creative Commons](#); you can also change your Google Image search settings to only show you public domain photos (Usage Rights→”free to use or share”). Make sure that you are still sourcing these photos properly.

If you have an image from one of your resources that you want to use, and it is not a public domain image, you can inquire about using the image from the website. If they give you permission, send your advisors their approval and cite the image as the owner has requested. HERE is a template of an email requesting permission to use a photo from a website.

The library also is a great resource to answer any questions about taking photos from online. Contact your project’s designated librarian if you need help finding images, or if you’re not sure if you can use an image you’ve found. The Gordon Library website also has some great links with information regarding use of images:

- Media: Finding and Citing
<http://libguides.wpi.edu/content.php?pid=418438&sid=3420552>
- Public Domain & Creative Commons—Getting Started
<http://libguides.wpi.edu/publicdomain>
- Public Domain & Creative Commons—Finding Images
<http://libguides.wpi.edu/content.php?pid=118327&sid=1117887>