

Picture Library

Child Care State Capacity Building Center and
National Center on Early Childhood Quality Assurance



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Guidance for Collection and Use of Photos and Other Images

The Office of Child Care (OCC) projects maintain a library of images that are available for use in print and web materials. It is accessible from the OCC Projects SharePoint site at <https://workspace.icfi.com/hscd/ees/occprojects/ApprovedPhotos/Forms/library.aspx>. This document provides guidance on the organization of the library, suitable and unsuitable images, browsing and keyword searches, and saving photos to a document.

Notes:

- ◆ Any photo that contains “2016” in the file name was collected during the January 2016 picture library refresh. All other pictures are still available for use but may have been used in other publications over the past year.
- ◆ Picture library functionality will be supported by a future release of the workspace but will remain on the SharePoint site until that time.

Organization

The library is divided into seven categories:

1. Adults—pictures of adults only
2. Families and Teachers with Children—pictures of adults and children together
3. Infants and Children—pictures of children birth through school age
4. Items, Concepts, and Places—pictures meant to portray concepts, illustrations, and other images that don’t include humans
5. Logos—storage for National Center and other relevant logos
6. OCC Official Photos—photographs of OCC staff released for use in approved communications and products



7. State Specific Images—pictures of maps or flags of individual States and Territories

Also included in the library are photo releases for Administration for Children and Families (ACF), ICF, and WestEd. For more information about when these forms are applicable, contact the Information Services staff at OCCInfoServices@icfi.com.

Criteria for Suitable Images

Several general rules apply to images for inclusion in the photo library:

1. Photos should represent diversity in age, culture, gender, and family composition.
2. The collection as a whole should represent all *proposed* audience types (*State-Level Professionals, Providers of Early Childhood Professional Services, Direct Child-Serving Practitioners, and Families and Communities*).
3. Photos with white backgrounds should be kept to a minimum.

Prior to the most recent collection of images, the State Capacity Building Center (SCBC) Information Services staff consulted with the SCBC State Systems Specialists, the SCBC Infant/Toddler Specialists, and the National Center on Early Childhood Quality Assurance (ECQA) Center staff to define the types of images that are suitable for inclusion in federal products, as well as those that are not. A detailed list of each follows.

Suitable Images

- ◆ Adults making eye contact with infants or toddlers
- ◆ Adults observing infants and toddlers
- ◆ Adults talking with each other
- ◆ Children being held and cared for
- ◆ Children in different learning environments, playgrounds, etc.
- ◆ Children playing together
- ◆ Children with visible special needs
- ◆ Concepts, gears, management
- ◆ Emergency preparedness or response in child care
- ◆ Ethnically diverse children at play
- ◆ Health and safety in child care (babies sleeping on their backs, immunizations, etc.)
- ◆ Monitors, inspectors, home visitors
- ◆ Pacific Islanders, Alaska Natives, tribal, and other ethnic families and children

Unsuitable Images

- ◆ Babies in cribs with soft bedding, blankets, pillows, stuffed animals
- ◆ Children in front of screens (television, computer, mobile phone)

- ◆ Children posed for a camera
- ◆ Infants in restrictive devices such as bouncy seats, etc.

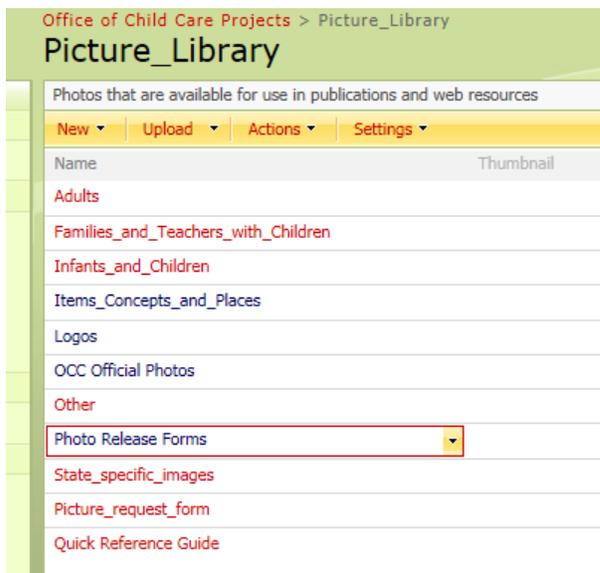
Searching for Images

There are two methods you can use to find appropriate pictures to meet your needs—browsing and searching.

Method 1: Browsing

If you are interested in looking at pictures that might be useful, you can browse the libraries to find a picture.

1. Go to the category that best fits your content by clicking on that folder.



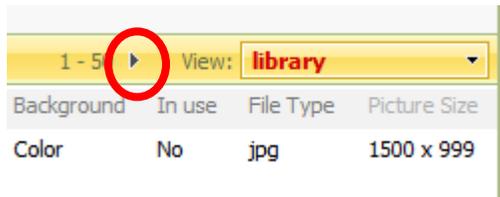
2. You are now in the picture library.

Photos that are available for use in publications and web resources

New Upload Actions Settings 1 - 50 View: library

Name	Thumbnail	Description	Keywords	Approved?	Orientation	Background	In use	File Type	Picture Size
adulthandstogether		Several adults putting hands together to show teamwork	adult, white, businesswoman, businessman, teamwork, together	Yes	Horizontal	Color	No	jpg	1500 x 999
adults applauding		Business casual adults clapping zoomed in on hands	adult, white, nonwhite, businesswoman, businessman, teamwork, celebrate, happy	No	Horizontal	White	No	jpg	7360 x 4912
adultsworkingtogether		Woman and two men at desk with laptop, papers, and reports talking to each other	woman, man, adult, white, nonwhite, diverse, african american, businessman, businesswoman, program administration, technology, office, meeting, teamwork, strategy, planning, thinking	Yes	Horizontal	Color	Yes	jpg	4992 x 3328
man woman talking interview clipboard		woman with back to camera across from businessman with pen and paper	man, woman, businessman, businesswoman, office, meeting, program administration, teamwork, together, strategy, planning, thinking	No	Horizontal	Color	No	jpg	4048 x 2702

3. You can scroll up and down, or click on the right arrow next to “1-50” to see additional pictures. Fifty pictures per page are displayed.



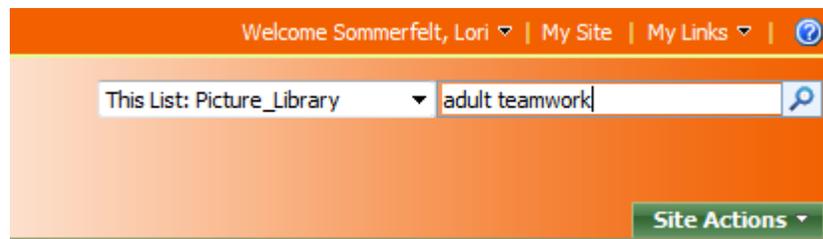
It may be helpful to sort by the following columns:

- ◆ Approved- whether this picture has been explicitly approved by OCC
- ◆ Orientation- horizontal or vertical
- ◆ Background- color or white (this is important for pictures for use on the website—only ones with color backgrounds can be used)

Method 2: Searching by Keyword

If you have an idea of a specific type of picture you’re interested in finding, you can search using keywords. Appendix 1 of this guide includes a list of the keywords that are used in the library.

- 1) Identify the keyword associated with what you’re trying to find. For example, when creating a PowerPoint presentation related to “teamwork” you can search for “teamwork” since it is on the list of keywords. You can also search for a combination of keywords such as “adult” and “teamwork.”
- 2) From anywhere in the picture library, type the keyword(s) into the search box on the top of the screen. Make sure the dropdown box says “This List: picture_library.” Enter your keyword. If you’re using more than one keyword, separate them with a space. You can then either press the enter key or click on the magnifying glass to search.



- 3) This will bring up a list of pictures that have both keywords.



This List: Picture_Library adult teamwork

Results 1-10 of 18. Your search took 0.19 seconds.

 **adulhandstogether**



Several adults putting hands together to show **teamwork** ... **adult**, white, businesswoman, b
<https://workspace.icfi.com/hscd/ees/occp/ApprovedPhotos/Forms/DispForm.aspx?ID=3>

 **adults applauding**



adult, white, nonwhite, businesswoman, businessman, **teamwork**, celebrate, happy
<https://workspace.icfi.com/hscd/ees/occp/ApprovedPhotos/Forms/DispForm.aspx?ID=1>

 **womanplayingwithtoddler**



How to Download, Copy, or Paste Images

To use the picture “adulhandstogether,” the most important thing to remember about the copy/paste method is what **NOT** to do. **Do NOT copy/paste the small image that shows up either in the picture library listing or the search results.**

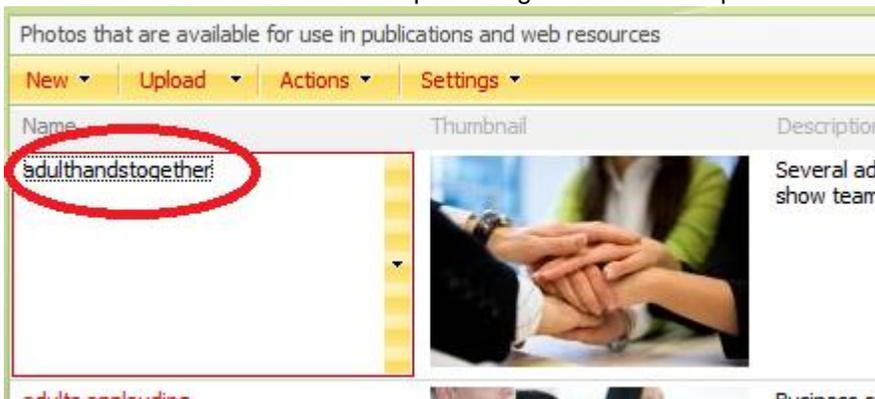


DO NOT right click these images and copy/paste. They are simply small previews of the pictures that are not of high enough quality to be used in printed or online materials. The pictures will be too small for the documents, and resizing will cause them to be blurry or pixelated. Instead, take the following steps.

Downloading and Inserting Pictures

For images in the library:

- 1) Click on the NAME field. This will open a large version of the picture.



- 2) Once the picture opens, right click the picture and select “copy.” You can then paste the picture into your document. Alternatively, if you don’t want to copy/paste, you can right click and select “save picture as.” This will open a file and you can save the picture to your own computer and insert into a document.

Compressing Pictures

Frequently, the documents we create must be shared via email. Images can be very large and create problems with sending the files containing them as email attachments. To greatly decrease the size of the file, take the following steps to compress the pictures in your PPT presentation:

1. Click on any picture in the PPT file.
2. Click on **Picture Tools**.
3. Click on **Compress Pictures**.
4. In Compression Options, unclick **Apply only to this Picture**.
5. In Target Output, click **Email**.
6. Click **OK**.

Taking these steps should decrease the overall size of the PPT file and allow for sending via email.

Note: Pictures can also be compressed in Word documents, however, this scenario is less common in our work. If you need assistance, contact Information Services.

Additional Guidance on Images

The images in the OCC projects picture library have been purchased and are the property of OCC. When possible, images should be chosen from this collection rather than from outside sources. If you are unable to find an image that meets your needs and wish to use one from outside the collection, please contact the editor for guidance on how to properly credit the image. Additionally, you may contact Information Services to assist with obtaining a specific image should the need arise. Due to permission and copyright issues, we are not able to use personal or family pictures in project materials.

