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Example: Telegram from Merritt to Ranney, 10 January 1976, Box 5, Folder 4, Clifton R. Merritt Papers, Archives and Special Collections, Mansfield Library, University of Montana

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- Shoot a photograph of the collection citation information – such as the title page of the collection guide.
- Photograph the box label when you start a box.
- Include the folder label and box / folder number in your images of each document.
- Keep a log of collections, boxes and folders you have consulted.
- Keep a log of collections, boxes and folders from which photographs were taken.
- Check images frequently to make sure they are clear and legible. It is easier to reshoot while you are at Archives and Special Collections than to make an additional trip to reshoot.
- A white sheet inserted underneath thin paper can make writing on thin paper easier to see.