

WWW Website Photographs Requests

Studio Portraits

The HCC Marketing Department is happy to take photographs in our professional studio housed in Lockman Hall. This studio provides a variety of backgrounds, props and, most importantly, professional lighting to ensure portraits are of the highest quality. This studio and our services can be utilized for student models, professional pictures and head shots. To schedule studio photographs, please email the marketing department giving at least 48 hours notice for appointments during regular business hours.

The Marketing Department also has access to a portable professional portrait studio backdrop and lights. This portable set requires a room for set up, electrical outlets and 1 hour set up and take down time. This portable studio set is recommended only when the shoot takes place at a location off of the main campus AND involves a high number of subjects (ie. nursing portraits at the McPherson Center). To reserve the portable studio and a marketing department photographer, please give 7 days notice for appointments during regular business hours.

Campus Life Photography

The staff of the HCC Marketing Department strives to capture different aspects and perspectives of campus life at the college. If a HCC employee has an event, class, activity or idea they would like photographed, please email marketing@hutchcc.edu for the request.

Requests will be acknowledged with the following criteria in mind:

- Advanced Notice of Appointment (Minimum: 48 hours notice for business hours, 7 days notice for after hours)
- Time & Location of Appointment
- Previous Coverage of Subject Matter

Photo Library

The HCC Marketing Office houses a vast majority of photographs from throughout the history of the school, including photos taken specifically by our department over the last years. At this time there is not a way for anyone outside the Marketing Office to browse our photo library; however, we are happy to share our photos with HCC staff members for school-related purposes. To request photos of events, people, buildings, departments, programs, etc, please submit your request in writing (email: marketing@hutchcc.edu). We will attempt to find and furnish those photographs to you via CD or email, depending on the number and size of the files.

Time Restrictions: Please know that the our digital photo library currently houses over 70,000 photographs and is growing daily. Older, hard copies of photographs are stored in multiple safe locations on campus and require hours to sort through. (This large collection is being scanned and represented digitally as time allows.) The process to locate specific pictures is incredibly time consuming and can easily take weeks, so please be patient with all requests.

Photo Repository

The repository resides on your COMMON drive. It is labeled---Photo Repository. Inside the folder are four sub-folders.

High Resolution---These are high resolution images for use in printed materials, photographs and other projects which require a high quality photo. **Do NOT use these for powerpoints or web uses...**they are too large for these applications, and will cause problems for the end user, or may not work at all. These images are meant to be used for high-end prints...but no larger 8x10, or for a printing project

in full-color, either off campus or in our campus print shop. If you have a question regarding these images, please contact the Marketing Office.

*For 95-percent of uses, you **will not** need a high resolution image. For images to be printed larger than 8x10, you will still need to contact the Marketing Office for assistance. We are not responsible for poor results if you try to print these photos larger than 8x10.*

Logos--These are high resolution copies of the HCC Learning Tree logo, in the approved color selections utilized by HCC. You can use these for a variety of both print and web projects. If you need to use the Blue Dragon logo, you will still need to contact the Marketing and Alumni Offices to obtain approval and a copy of that logo. It is not available in the Photo Repository due to licensing restrictions.

Low Resolution---Here are the same images as contained in the high resolution file, but at a lower size than those files. These are ideal for use in both power points and for web applications, and will be your first choice if you are not looking to physically print out the photograph. In most situations, unless you are printing larger than 4x6 or in a special printing project, these are the files you will most often use. These also make excellent screen savers, for those who would like an HCC image on your desktop.

Powerpoint Templates---These are exactly what they say they are....official HCC templates to utilize for power point presentations. You will simply save a copy of the template into Power Point, and create your presentation as you normally would.

To utilize any of the images in the repository, simply right click and use the "Save Image As" option to save a copy of the image to your hard drive. You will not be able to click and drag the image to your hard drive, nor can you delete the image from the system. This ensures that the images remain unaltered and available for everyone to use at any time. If you have difficulty saving an image to use, please contact your ITS Support Person or the Help Desk. They will be happy to assist you in saving and using these images.

The Marketing Office will periodically add new and additional images to the repositories. If you have a suggestion for an image to add, please contact our office at marketing@hutchcc.edu