

Image Collection Project – Freelancer Guidelines

This document provides the official guidelines for the Image Collection Project. Freelancers must strictly follow these instructions to ensure that all collected data is valid and usable. Please read carefully before starting the task.

General Capture Rules

- Capture images in public/in-situ environments where the item naturally occurs
- Avoid screenshots, printed material, or internet downloads
- Ensure variety and diversity of images, do not capture similar/duplicate items
- Take 3 images per object (different angle, distance, lighting)
- Keep text in focus and covering at least 20% of the frame
- Avoid capturing Personally Identifiable Information (PII)

Required Categories

Contact Information

- - Business cards (single/multiple)
- - Advertisements (flyers, posters, stickers with contact details)
- - Public business details (signage, stickers, door signs)
- - Flyers with company info
- - Invoices/Receipts with company contact details

Lists

- - Recipe ingredient lists
- - To-do lists
- - Shopping lists
- - Other lists (chores, workout, reading, packing)

WiFi

- - WiFi router labels (SSID + password)
- - Public WiFi notices (airport, cafes, libraries)

Events

- - Single event posters
- - Multi-event posters
- - Recurring event flyers
- - Event posters with contact details

- - Invitations
- - Billboards/Banners advertising events

Schedules & Calendars

- - School schedules (weekly/monthly/yearly)
- - Other timetables/schedules
- - Calendars with events filled in
- - Dated public notices

Receipts

- - Food/Dining receipts
- - Store receipts
- - Hotel receipts
- - Invoices (other services)

Storefronts

- - Restaurant storefronts
- - Retail storefronts
- - Service storefronts (banks, agencies, etc.)

Identification

- - Parking space numbers
- - Parking zone signs
- - Locker numbers
- - Room numbers

Products

- - Consumer products (electronics, appliances, etc.)
- - Consumable products (food, drinks, toiletries, etc.)

Final Checklist

- Did you capture the item in its real environment (not printed/online)?
- Did you take 3 images per object with different angles/lighting?
- Is the text clear, readable, and covering at least 20% of the frame?
- Did you avoid duplicates and overly similar images?
- Did you avoid including personal/PII details?
- Did you cover the correct categories only (as listed above)?