File Naming Standard

Filenames should follow the following formats:

Images

collectionabbreviation_serialnumber_commonplantname_year.filetype

Example: ofc_001_crimsoncolumbine_1862.jpeg

- collectionabbreviation: ofc – Oregon Flora Collection
- serialnumber: three-digit number assigned to object by us in order of appearance in the collection
- commonplantname: a name that is most used to identify the plant because our audience is common plant appreciators
- year: year image was taken, or earliest estimated date or decade. If no date is present 0000 will indicate that
- filetype: type of file

What should be included in a good file naming standard?	Developing (0-3 points)	Satisfactory (4-7 points)	Exceptional (8-10 points)	Notes
File extension	File extension is not present	File extension is a closed format and is clearly identified in the name	File extension is an open, universal file type and is clearly identified in the file name	Assuming files are using open formats, this looks good. Perhaps include the filetypes you have in your collection here.
Describing the object (Identify Object)	Item number is not present	Some file names have an item number stated in order of collection. Uses two or less numbers and some start with 0	Item number stated in order of collection. Three numbers start with 0 (EX: 001, 020)	Looks good, no notes. Do recognize that by not having this item number present at the start of the filename, you'll only be able to organize alphabetically and won't be able to organize

				by collection order.
Collection name	No collection name is present	Some items have a collection name that are abbreviated as an acronym or other shortened title and used consistently across all objects in the collection.

Some items do not use spaces, capital letters, or other special characters aside from those permitted in machine readability and stays within overall character limits. | Collection name is abbreviated as an acronym or other shortened title and used consistently across all objects in the collection.

Does not use spaces, capital letters, or other special characters aside from those permitted in machine readability and stays within overall character limits. | Looks good, no notes. |
| ReadMe | No files are included, list their types, document any organizational principles, what filename abbreviations or acronyms mean. lists of files

No explaination is include about the title, extension, collection name, object description, collection name, etc. | Some files are included, list their types, document any organizational principles, what filename abbreviations or acronyms mean. lists of files

Some explaination is include about the title, extension, collection name, object description, collection name, etc. | List all files included, list their types, document any organizational principles, what filename abbreviations or acronyms mean.

Explain what the title, extension, collection name, object description, collection name, etc. | |
| Machine readability and length | All file names are beyond 32 characters | Some file names are under 32 characters | All File name are under 32 characters | Date specification looks good; no |

	All file names do not avoid capital letters, spaces, and special characters apart from hyphens and underscores No date is present	Some file names avoid capital letters, spaces, and special characters apart from hyphens and underscores Some dates are formatted	Avoids capital letters, spaces, and special characters apart from hyphens and underscores Dates format= year No specific year, then go with XXXXs or first year	special characters appear to be included. Note in object name about file name length.
Object name	No file names are descriptive enough to differentiate from other objects in the collection No file names are consistent across related objects and iterated using object identifiers. No file names use spaces, capital letters, or other special characters aside from those permitted in machine readability and stays within overall character limits.	Some object names are descriptive enough to differentiate from other objects in the collection Some names are consistent across related objects and iterated using object identifiers. Some names use spaces, capital letters, or other special characters aside from those permitted in machine readability and stays within overall character limits.	Object name is descriptive enough to differentiate it from other objects in the collection and is used consistently across related objects and iterated using object identifiers. Does not use spaces, capital letters, or other special characters aside from those permitted in machine readability and stays within overall character limits.	Looks good; just make sure the common names you include are short enough to stay under the 32 character limit. You may need to shorten common names (e.g., bachelorsbutton to bbutton? Or bachelors? Or button?)