

File naming structure data entry standard

Digital Images File Naming

- Components
 - Male or Female Impersonator's Name
 - First and last name of the vaudeville impersonator that the object is in relation to.
 - Example: karylnorman, bothwellbrowne
 - Abbreviated Archive
 - Include the abbreviated archive's name and full name in the Legend.
 - Example : If the object comes from the Digital Transgender Archive, write dta_
 - Object Type
 - As defined by the metadata in the Type field of the metadata spreadsheet
 - Object types include:
 - Sheet Music
 - Image
 - Art
 - Description/Topic
 - One word or phrase element contained in the object that differentiates it from similar objects, preferably indicating the associated vaudeville production
 - Year
 - In YYYY format
- Structure
 - firstlast_aa_stillimage_descript_YYYY.jpg
- Formatting
 - jpg

Examples:

karylnorman_dta_sheetmusic_california_1921
karylnorman_dta_sheetmusic_midnight_1923
karylnorman_dta_sheetmusic_nobodylied_1921
karylnorman_ua_sheetmusic_allthatineed_1921
karylnorman_uu_image_drag_1919

Abbreviated Archive Legend

nypl = New York Public Library

cbm = Crystal Bridges Museum

dta = Digital Transgender Archive

ua = University of Arizona Libraries Special Collections

uu = University of Utah Department of Cultural & Community Engagement Connell O'Donovan

uhc = Utah History Collection

qmh = Queer Music Heritage