File Naming Standard

Segment breakdown:
1. Segment Name
2. Explicit segment definition and explanation
3. Example of how to do the data entry for this part

Things to remember:
1. Always use lowercase.
2. No special characters.
3. Any spaces between parts of a file name, e.g. a File name with multiple words, should use an underscore.
4. Object naming should be separated by dash, with no spaces between words in name.

★ **File Naming:**
What should be captured in the file name. Please be sure to include these in order to meet our standard.

Ex. acc_nypldc_1939-1940_photo_womanridingbicycle

Segments:

★ **Cataloger Initials** - This is to sequence in order of who submitted the image to the project.
  ○ This would be the initials of the person who located the image and submitted it to the objects sheet.
  ○ ba, hr, bc, acc, cm
  ○ This will go at the beginning of each file name to ensure organization.
    ■ **acc**_nypldc_1939-1940_photo_womanridingbicycle

★ **Repository Acronym** - This would be the acronym of the GLAM you retrieved the image from to keep track of object origin.
  ○ If you are unsure of how to acronym the Repository in line with other standards; please review the [Objects](link)sheet column for Repository Acronym.
  ○ E.g. nypldc (New York Public Library, Digital Collections), ohsdc (Oregon Historical Society, Digital Collections), etc
    ■ acc_**nypldc**_1939-1940_photo_womanridingbicycle

★ **Date** - The date associated with the object's metadata. Origination or Creation date.
  ○ Only need to include the most recent date associated with object
  ○ If the object does not have a date associated in the Metadata, please use the placeholder "null" instead of leaving blank.
  ○ If the object has a date range or specific dates; separate by dashes, starting with year, followed by month, and then day. For date ranges, separate the two years by a dash:

- YYYY (year only)
- YYYY-MM (year + month)
- YYYY-MM-DD (full date)

- acc_nypldc_**1939-1940**_photo_womanridingbicycle

★ **Format Type** - Defines what type of media the object is.
   ○ This is defined media types such as "*photo*", "*print*", "*advert*", "*drawing*", etc.
   ○ Located after Date but before the Object name.
      ■ acc_nypldc_1939-1940_**photo**_womanridingbicycle

★ **Object name** - Include the title given to the object from the Repository it was found on.
   ○ If the object has a particularly long and descriptive title, please include only the shortest descriptor of it.
   ○ In the name segment, only the name with no spaces is needed.
   ○ Ex: "Transportation to Fair - Woman on bicycle" > "womanonbicycle"
      ■ acc_nypldc_1939-1940_photo_**womanridingbicycle**