

## **File Naming:**

1. Location
  - a. Where the item was collected from. If it was a photo taken in Eugene, that would be the location.
  - b. If it is at the University of Oregon, use uo. If it is located in University of California Berkeley, use ucb.
    - i. Example: **uo\_1968\_film-photo\_001.jpg**
2. Date
  - a. Use the year the image was originally taken. If there is a year range, use the furthest year to date.
    - i. Example: **uo\_1968\_film-photo\_001.jpg**
3. Medium
  - a. The format the physical object takes, such as film photo, push-pin, etc.
    - i. **uo\_1968\_film-photo\_001.jpg**
4. Sequence Number
  - a. If items have the same location, date, and medium, increment the sequence number accordingly. Otherwise, the default sequence number should be 001
    - i. Example:
      1. **uo\_1968\_film-photo\_001.jpg**
      2. **uo\_1968\_film-photo\_002.jpg**
      3. **uo\_1971\_film-photo\_001.jpg**

## **Example:**

location\_date\_medium\_sequencenumber  
**uo\_1968\_film-photo\_001.jpg**  
**uo\_1969\_film-photo\_002.jpg**