**IMLS Naming Discrepancies Procedures:**

**Scenario #1**

When you don’t use an ICHI (there are **less** negatives digitized than reported on envelope)

1. Update written ICHI range on envelope
2. Record unused ICHI number in separate list
3. Record Box # on separate list
4. Record Collection currently being digitized on separate list

**Scenario #2**

When you need to add an ICHI (there are **more** negatives digitized than reported on envelope)

1. Rename new image with ICHI number from block of ichi numbers provided by RnR
2. Record new ICHI on envelope
3. Record new ICHI on separate list
4. Record Box # on separate list
5. Record Collection negative belongs to on separate list
6. Record the range of ICHI’s that negative was part of (found on the envelope) in separate list

NOTES:

1. ‘Separate List’ means a single document that records all relevant information for each ICHI.
2. Keep Unused and New ICHI scenarios in two different lists.

Example:

**Scenario #1**

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| **Unused ICHI** | **BOX #** | **COLLECTION** |
| I092555 | 1 | 1987-0001\_GoodDogsInChicago |
| I092999 | 3 | 1588-0200\_CemetaryStones |
| I093222 | 7 | 1742-4564\_BuildingsInTheLake |

**Scenario #2**

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| **NEW ICHI** | **BOX #** | **COLLECTION** | **ENV. RANGE** |
| i170050 | 1 | 1987-0001\_GoodDogsInChicago | i092543-i092555 |
| i170051 | 3 | 1588-0200\_CemetaryStones | i092777-i092780 |
| i170052 | 7 | 1742-4564\_BuildingsInTheLake | i093002-i093015 |

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| **Scenario #1** | **BATCH #:** |  |

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| **Unused ICHI #** | **BOX #** | **COLLECTION** |
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| **Scenario #2** | **BATCH #:** |  |

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| **NEW ICHI #** | **BOX #** | **COLLECTION** | | **ENV. RANGE** |
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| **Pre-Existing ICHI’s** | | | **BATCH #:** |  |

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| **EXISTING ICHI #** | **BOX #** | **COLLECTION** | | |
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| **Scenario #4 : 35mm Roll Film** | | | **BATCH #:** |  |

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| **ICHI RANGE** | **ROLL #** | **RELEVANT FOLDER** | **COLLECTION** |
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