

Requirements, Recommendations, Examples

FILE NAMING

File Naming Requirements

All multimedia file names must be:

- Unique relative to all other multimedia files in EMu (ideally globally)
- Letters a-z, 0-9, hyphen, or underscore
 - No spaces, punctuation, symbols, or accents
- Less than 35 characters

***Please do not hesitate to contact Leanna for guidance!**

File Naming Recommendations

Recommended structure and elements to ensure uniqueness:

1. Simple and easy to understand
2. Can include descriptive terms and/or upper and lower case letters. (Describe file in full using “Title” and “Description” fields.)
3. Order the elements in logical order based on retrieval methods
4. Use leading zeroes (especially for numbers 0-9)
 - Facilitates proper sorting and file management.
 - Estimate the expected number of files in a set (e.g. 10’s, 100’s, etc.) and assign the appropriate number of leading zeroes.
 - Example: Estimate hundreds of images in the set, then 2 leading zeroes to accommodate 001 to 999 images.

File Naming Recommendations

Recommended structure and elements to ensure uniqueness:

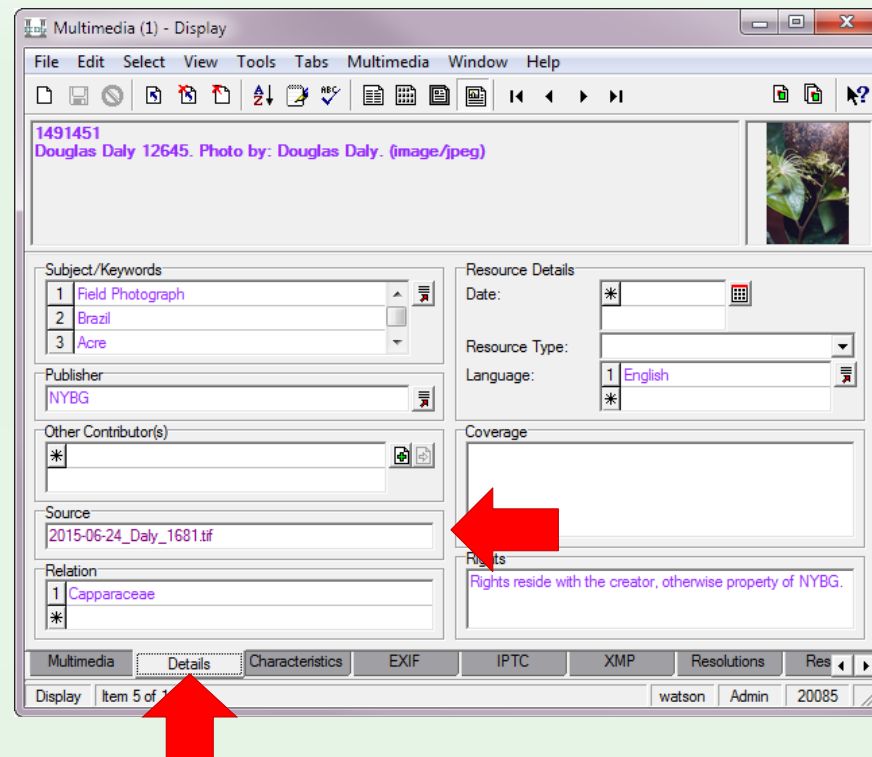
5. Include dates, which must follow ISO 8601 standard.
 - Facilitates proper sorting and file management
 - Recommend using creation/digitization date
 - Examples: YYYY_MM_DD, YYYYMMDD, YYYY, YYYY-MM, YYYY-MM-DD

6. Assign version numbers when needed.
 - Add a suffix, using “v” or “V” then version number (with leading zeroes)
 - Indicate the final version with suffix “Final”.
 - Examples:
2018-02-08_demo_document_v09.doc
2018-02-08_demo_document_Final.doc

File Naming Recommendations

If file names do not meet EMu requirements, the Digital Asset Manager will rename the files as needed.

Original file names will be maintained in EMu in the Source field on the Details tab of the Multimedia module



Examples/Suggestions

- **Field photos:** could include photographer surname, project name or abbreviation, capture date, capture time (HHMMSS), project-specific numbering system.

Torke_NSF12345_20180208_192347.jpg

NSF_DOB_MP021_POD00425.jpg

- **SEM and photomicrographs:** could include collector name and collection number, “SEM” or “micrograph”, barcode, genus and species (use of the latter is not ideal, if taxonomy is not stable or if too many characters).

SEM_NY00855321_Proctor22596_09.jpg

NY-00855321_20180208_SEM_seed-01.jpg

NY-00855321_20180208_SEM_seed-02.jpg

- **Botanical illustrations:** could include illustrator surname, “illust”, publication information.

Tococa_guianensis_FigE_Angell_illust.jpg

Illust_Skean1993-fig47-p99.jpg

Examples/Suggestions

- **Text files (.pdf, .doc, .txt, .xls):**

- For loan, eLoan, or movement documentation, include the EMu loan/movement record IRN.

56966_Movement_US-1622-01.pdf

24680_eloan_request.docx

- For protologues or other publications (with permission), include the publication information.

Mycologia_95-1_1999_pp893-899.pdf

Amer-J-Bot_26-6_1939_pp408.pdf

- For spreadsheets, could include project name, data source (e.g. IH code), type of data.

25136_loan_MO-1620_types.xls

- **Multimedia for The Hand Lens:**

- **See instructions and examples specific to The Hand Lens.**