NYBG

Multimedia
File Naming Standards
and Metadata Requirements
for KE EMu

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NEW YORK BOTANICAL GARDEN

Outline

- **Types of multimedia that can be saved to KE EMu**

- **File naming requirements**

- **File naming recommendations**

- **File naming suggestions**

- **Metadata requirements for KE EMu**

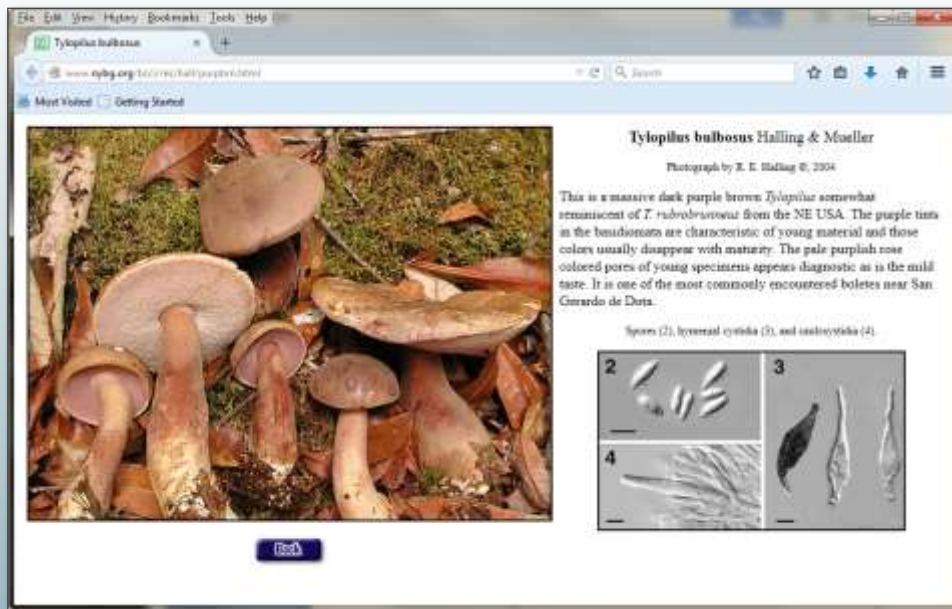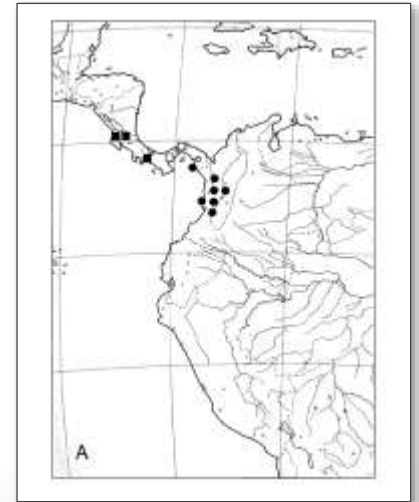# Types of Multimedia

1. Still Images:

- Format: **JPEG** (TIFs are not allowed in EMu)

  - Field photos: habitat, habit, key features, etc.

  - SEM and optical microscope micrographs

  - Botanical line drawings

  - Herbarium specimen images:

    – NY specimen images must be captured in the Imaging Lab.

    – Non-NY specimen images with permission from source institution.
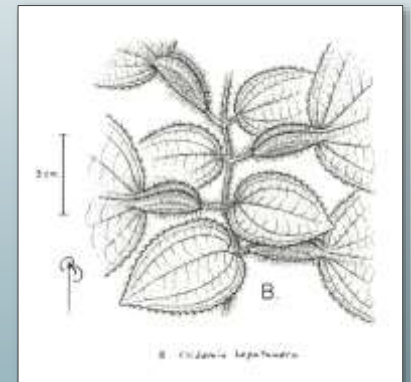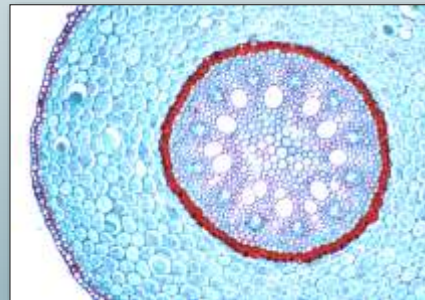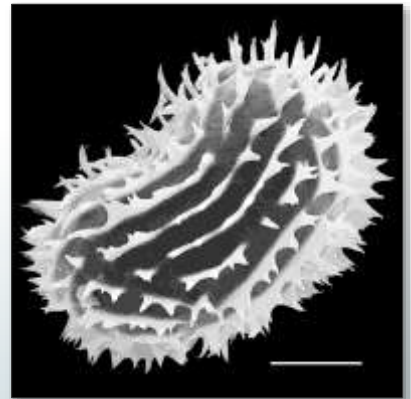
Types of Multimedia

2. **Moving Images:** MPEG, WMV, AVI, …

3. **Sound files:** MP3, AIFF, WAV, …

4. **Text files:** .pdf, .doc, .txt, .csv, .xls, …

5. **Interactive Resource:** URL for web page (consider URL's stability across time)

http://www.nybg.org/bsci/res/hall/purpbrn.html

Types of Multimedia

Items to Note:

- **Some file types may not display online through the Virtual Herbarium.**

- **File size matters!**

  – **EMu multimedia server space is not unlimited nor cost-free**

  – **Minimize file size without reducing quality**

  – **Aim to keep files <15MB, ideally <10MB. If any question, contact Kim.**

  – **Larger files take longer to load; consider end users with limited web access.**

- **Consider the source and subject.**

  – **If you are not the creator of the resource, do you have permission to publish it on the Virtual Herbarium?**

  – **Are there any licensing and copyright restrictions to follow?**

  – **If people are portrayed, did they sign a release form, or do you have their permission to publish their likeness on the Virtual Herbarium?**

File Naming Requirements

All multimedia file names <u>must</u> be:

- **Unique relative to all other multimedia resources in the database (ideally globally)**

- **Letters a-z, 0-9, hyphen, or underscore**

  – **No spaces, punctuation, symbols, or accents**

- **Not longer than 35 characters**

Please do not hesitate to contact Kim for guidance!

File Naming Recommendations

Recommended structure and elements to ensure uniqueness:

1. **Should be simple and easy to understand**

2. **Can include descriptive terms and/or upper and lower case letters to identify content or purpose. (Can 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 (cont.):

5. **Include dates, which must follow ISO 8601 standard** (4-digit year, then 2-digit month, then 2-digit day).

   - Facilitates proper sorting and file management

   - Recommend using creation/digitization date

   - Examples: YYYY_MM_DD, YYYYMMDD, YYYY, YYYY-MM, YYYY-MM-DD

6. **If expect multiple versions of a single document, then assign a version number.**

   - Add a suffix at the end of the file name, 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 Suggestions

- **Field photos:** could include the following: photographer surname, project name or abbreviation, capture date YYYY-MM-DD or YYYYMMDD, capture time HHMMSS, project-specific numbering system.

    Torke_NSF12345_20180208_192347.jpg   NSF_DOB_MP021_POD00425.jpg

- **SEM and photomicrographs:** could also 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.jpg

- **Botanical illustrations:** could also include illustrator surname, "illust", publication information.

    Tococa_guianensis_FigE_illust.jpg   Illust_Skean1993-fig47-p99.jpg

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

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

        Movement_56966_US-1622-1.pdf   24680_eloan.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

Metadata fields in EMu

Various metadata fields within the Multimedia Module in EMu are used to capture detailed data and information describing the multimedia file's content, source, rights usage, etc. that are not captured in the 35-character-maximum file name.

Data in certain fields are required for all multimedia records, while other fields can be populated according to the contributor's discretion. The following slides describe the required data.

*If you have not been trained to use the Multimedia Module or would like additional training, please contact Kim Watson (kwatson@nybg.org).
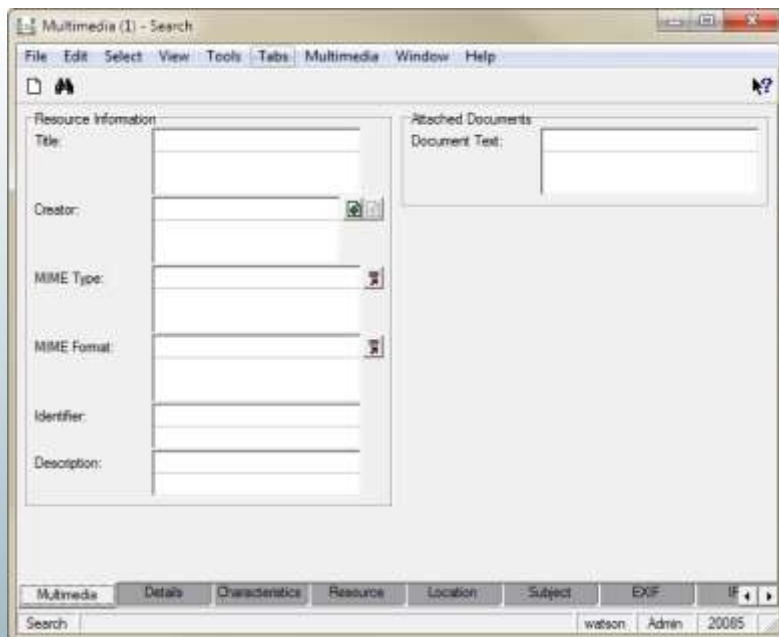
Multimedia Module: Search mode
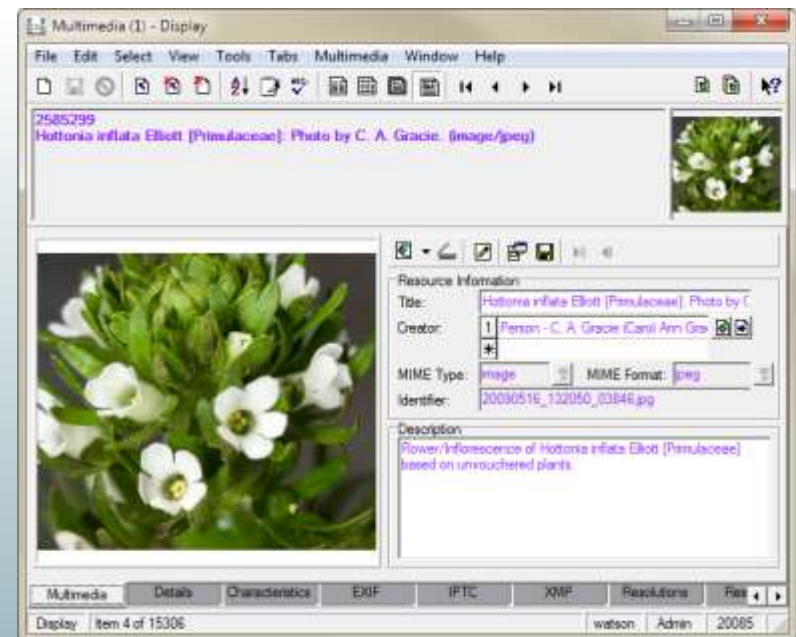
Multimedia Module: Display mode

Metadata Requirements: Title
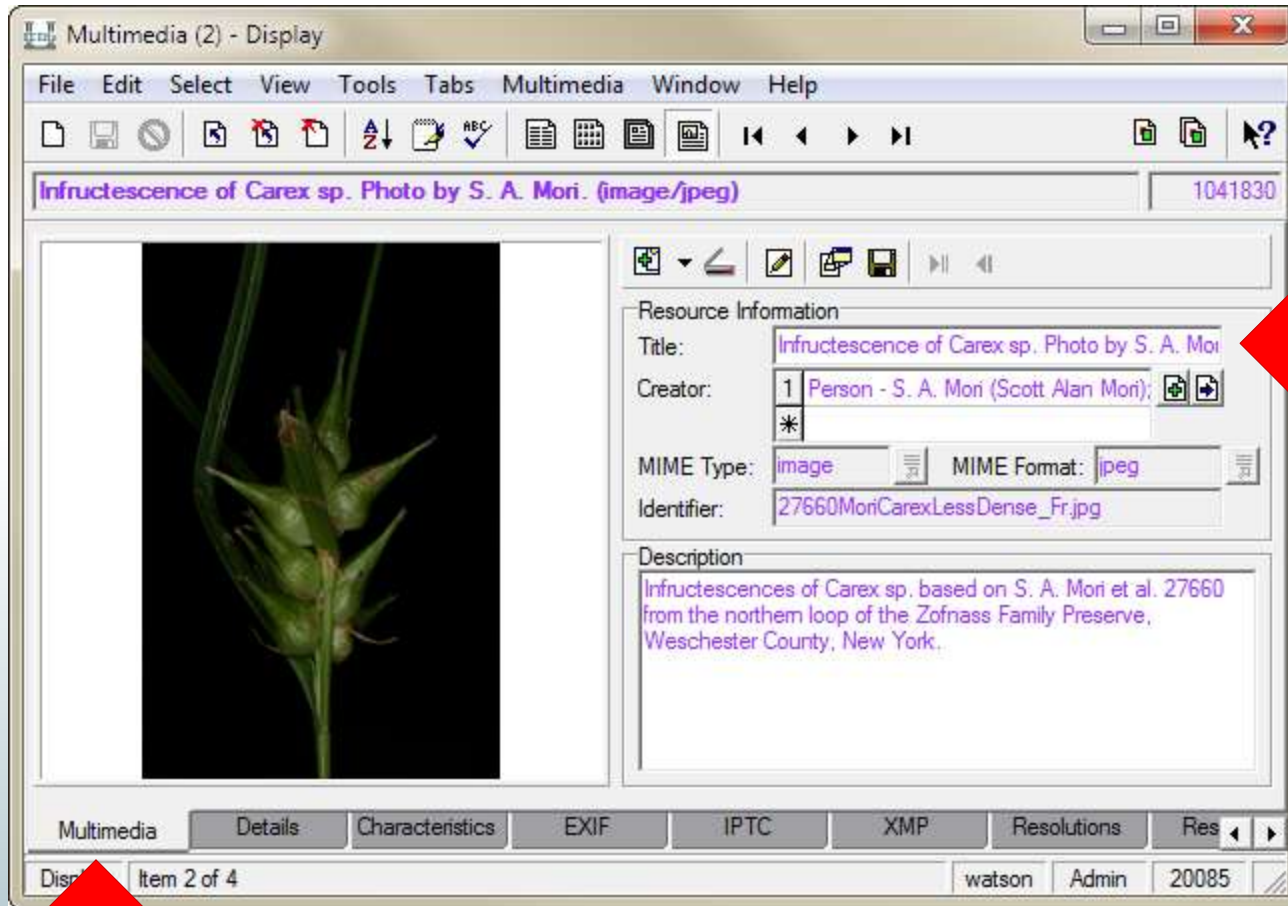
Title:

concise title, name, or brief descriptive label of the individual resource.

Multimedia Tab

Metadata Requirements: Title

Title is displayed on the Virtual Herbarium beneath the image.

Note: an image downloaded from the Virtual Herbarium will retain the same file name as the original.
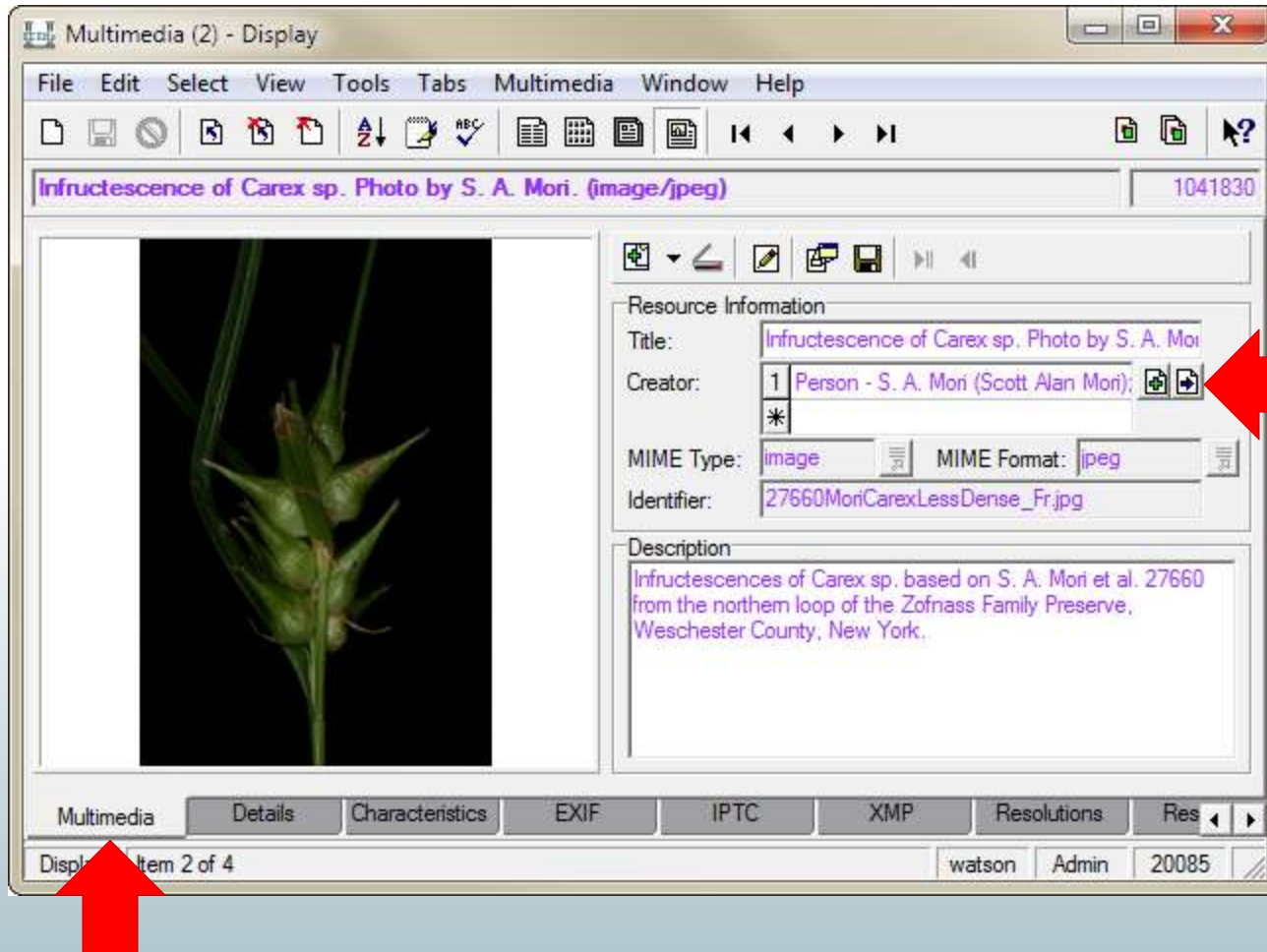
Specimen Details: Carex intumescens Rudge

Title: Infructescence of Carex sp. Photo by S. A. Mori.
Description: Iinfructescences of Carex sp. based on S. A. Mori et al. 27660 from the northern loop of the Zofnass Family Preserve, Weschester County, New York.

Metadata Requirements: Creator

Multimedia Tab

Creator:

the person or entity primarily responsible for generating the resource, such as the photographer.

This field is populated with a record linked from the Parties Module.

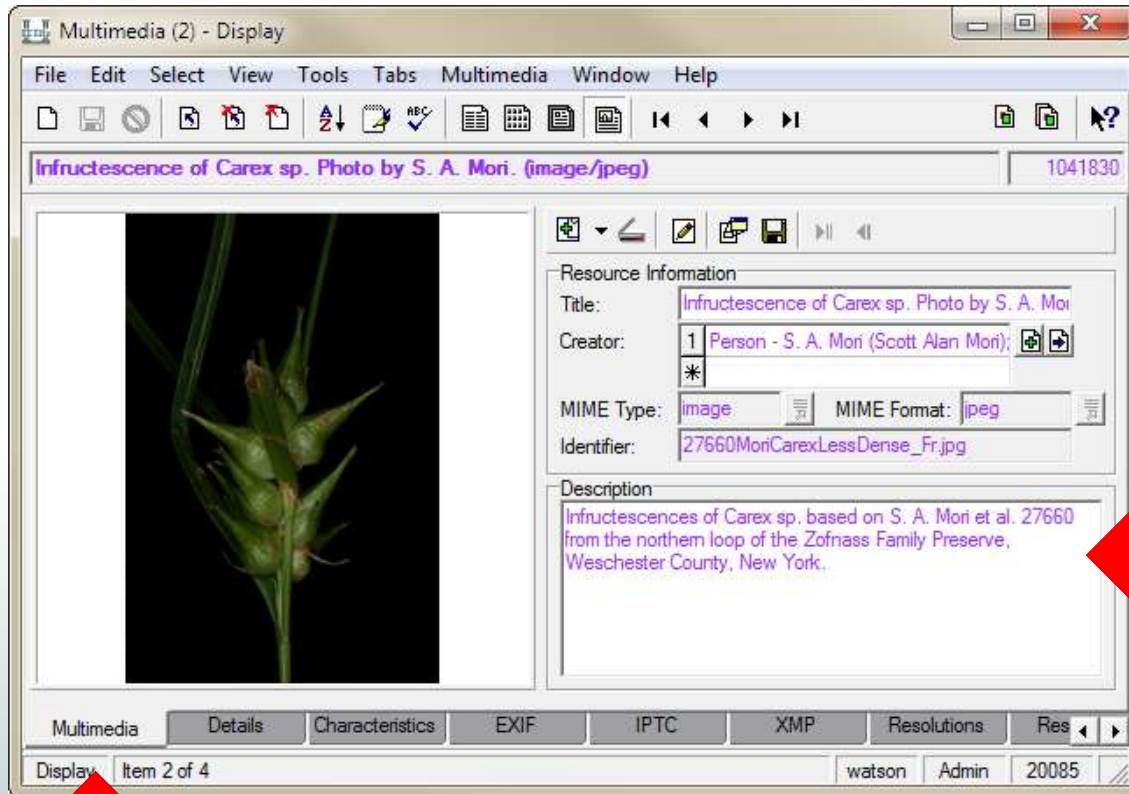**The creator need not be the Copyright Owner.**

Metadata Requirements: Creator

The Creator is not currently displayed on the Virtual Herbarium.

However, NYBG electronic floras and monographs often do display this field.

Metadata Requirements: Description

Multimedia Tab

Description:
An account or description of the content of the resource written as free-form text.

This field is not *absolutely* required, however, it is of critical importance when a multimedia record will not be linked to another module.

A Multimedia record can exist independent of a Specimen Catalogue record or a Taxonomy record. Therefore, the description should include the Who, What, Where, When, Why of the resource.

Metadata Requirements: Description

The Description is displayed on the Virtual Herbarium beneath the image.

Specimen Details: Carex intumescens Rudge
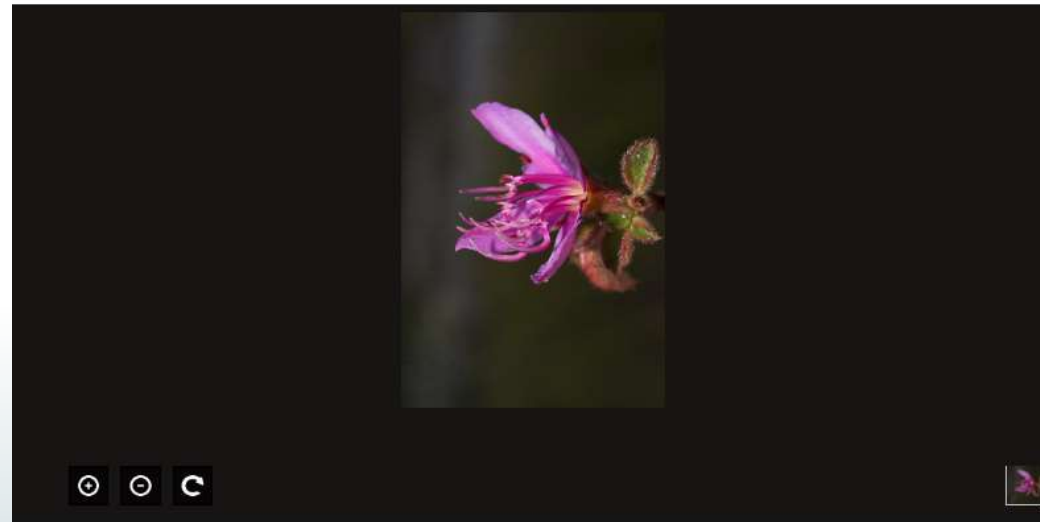

Title: Infructescence of Carex sp. Photo by S. A. Mori.
Description: Iinfructescences of Carex sp. based on S. A. Mori et al. 27660 from the northern loop of the Zofnass Family Preserve, Weschester County, New York.

Metadata Requirements: Description

The Description is often displayed on the electronic floras and monographs.

http://sweetgum.nybg.org/science/projects/melastomataceae/multimedia-details/?irn=1276946

Metadata Requirements: Taxon

Subject Tab

Scientific Name:

Scientific name(s) of the organism(s) represented in the media resource of the lowest taxonomic rank that can be applied.

This field is populated with a record linked from the Taxonomy Module.

Required for field photos that may stand alone and not be linked to another module (i.e. are not vouchered at NY).

If possible, add this information here even if the title or caption already contains scientific names.

Any Questions?

For questions related to the content of this document,

or information and instruction on how to use and populate

additional metadata fields in KE EMu at NYBG,

please contact Kim Watson (**kwatson@nybg.org**).