

Overview Handout with Basic Tips/Examples for Filenaming for Digital Production for Digital Curation

Overview

SobekCM supports the myriad of filenaming conventions, but local needs and best practices may vary slightly for different institutions and projects. This overview handout provides a few examples from institutions that best matched local needs and practices.

Please note that these local practices follow the logic of organization for each local institution and project. Following a logical, documented manner that matches with existing practices when available is a best practice. Consistency with filenaming is another best practice.

Examples

Example with a photograph, one/single side:

- If you are digitizing only one side, and the photograph was in Folder 12, Box 3, Item 4, the name could be: 'F12B3I4.tif'
- Or, if they are cataloged in your records or have an accession number, you could use that (remembering to not include any periods in the actual filename portion).

Example with a photograph, both sides:

- If you are digitizing the front and back, you will likely want to either name them '00001.tif' for the front and '00002.tif' for the back.
OR
- Utilize a naming scheme including the accession number, catalog number, etc. and ending with '_1.tif' or '_2.tif' for the back.

Examples for Items with Accession and Catalog Numbers; and Without Existing Identifiers

Accession number 123.1994.2232

- If digitizing front side only, name it '123_1994_2232.tif'
- If both sides, you could name them '123_1994_2232_1.tif' for the front and '123_1994_2232_2.tif' for the verso/back.

Catalog number 0001213

- If digitizing front side only, name it '0001213.tif'
- If both sides, you could name them '0001213_1.tif' for the front and '0001213_2.tif' for the verso/back.

No special identifier

- Name the front '00001.tif' and the back (if you digitize it) '00002.tif'.

Points to Note

For items with many files like books, using four or five digits for the files/images for each of the pages of the book/item is best. Example: '0001.tif', '0002.tif', '0003.tif', '0004.tif', etc.

Other Considerations

Once the items are loaded into SobekCM, SobekCM easily handles all of the organization for materials, and provides automated reporting and other functionality to further support production workflows. With so much already done by SobekCM, filenaming is often not much of a concern. Plus, SobekCM is very flexible, so there is no need for rigid filenaming conventions.

With no need for rigid rules, a simple document like this handout can help all involved feel more comfortable and confident in naming files. Consistently following a documented local filenaming convention (from the examples in this document or another standard convention) helps prevent problems and facilitates communication for all involved.