Digital File Naming Conventions

General Guidelines

- File names should be unique
- When using sequential numbering, make sure to use leading zeros to allow for multi-digit versions. For example, a sequence of 1-10 should be numbered 01-10; a sequence of 1-100 should be numbered 001-010-100.
- No special characters: & , * % # ; * ( ) ! @ $ ^ ~ ' { } [ ] \ ? < > -
- Only one period before the file extension
- Do not use spaces as part of file names
  - The same effect can be achieved by an underscore _
- Keep file names as short as possible
  - Longer file names take up more storage space and may affect display in some systems
- If you have multiple versions of the same digital object (such as tiff, jpeg, jpeg2000), keep file names for the different versions as consistent as possible. For instance:
  - 1930g001_tn.jpg
  - 1930g001_rf.jpg
  - 1930g001_fs.tif
- Prefer 3-letter file extensions, such as: .doc, .pdf, .jpg, .tif, .mov, .wav, etc.

See also [Electronic Records Dataset Naming Conventions](#)

Collection Specific Guidelines

Artists Books

First four letters of last name_first five letters of title (omit articles)_yyyy(pub date)_01 (Note: old instructions)

Percent for Art

Make a new folder for each artist based on lastname _firstname. Inside each artist folder create a folder for Documents and one for Images.

File Naming for Documents:

- first 5 characters of the last name _ first 6 characters of title/type (E.g. estlu_letter.tif)
  - examples of titles include: packet, letter, resume, slidel, agreem, invoic
- for items with multiple pages add _p01 for page sequence; use two digit numbers. (E.g. estlu_letter_p01.tif, estlu_letter_p02.tif)
  - Create a pdf when finished (In the future scan as pdf file.) Final pdf will not have page number designation in file name (E.g. estlu_letter.pdf)

 File Naming for Images:

- first 5 characters of last name _ first 6 characters artwork title (E.g. estlu_comput.tif, estlu_comput.jpg)

- for items with multiple views or copies add _01; use two digit numbers. (E.g. estlu_comput_01.tif, estlu_comput_02.tif)

Oregon Daily Emerald

ode_volXXX_issXXX.pdf

Special Collections - Manuscript Collections

File Naming

Files should be named according to the following schema:

collection#_box#_folder#_item#

For example, items from the Wayne Morse collection would have file names like this:

coll001_b0001_f0001_0001

coll001_b0956_f0035_0001

Items from the same folder should be numbered sequentially starting with 0001. If only selected items from a folder are to be scanned, DO NOT try to "count" where the item falls in the folder and assign numbers accordingly. Instead, the first item scanned from that folder would be assigned number 0001, the second 0002, etc., no matter where those items actually are in the folder.

If items are in a box but not in folders, simply leave out the folder number in the file name. For example, the first item scanned from box 1 would be named:

coll001_b0001_0001

SWORP

Scan on the folder level, and save as one PDF per folder. Use finding aid to confirm Series: http://nwda-db.orbiscascade.org/nwda-search/fstyle.aspx?doc=OrUColl_268....

collection#_series#_box#_folder#.pdf

coll268_s01_b01_f01.pdf

UO Stock Photos

https://iris.uoregon.edu/cms/node/754