



File Naming Conventions for Digital Objects

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Introduction

This document details the conventions employed by the State Library of Queensland for the naming of files for digital objects.

The digital object formats covered in this document are:

- Image files – of photographs, manuscripts, books, maps, music scores and artists' books;
- Audio files – of music, oral histories, public speeches or other public programs (webcasts);
- Video files – of digital stories, digitised film, born digital video, and public speeches or other public programs (webcasts).
- 3D files – 3D photographs/videos, and 3D printing files

Related Documents

This document should be read in conjunction with the following State Library of Queensland documents:

Digital Capture Specifications

Directory Naming Conventions for Digital Objects, version 1.0

which are available on the Library's website at <https://www.slq.qld.gov.au/about-us/corporate-information/policies-and-guidelines>.

Management and control of digital objects

The management and control of directory structures and file names for digital objects is led by Information Communications & Telecommunications Services (ICTS) and Preservation Services (PS), in consultation with Queensland Memory (QM), and collection specialists or project managers.

Before capturing a new digital object format, ie, a format not covered in this document, State Library staff must discuss options with the Coordinator, Digital Preservation, and Lead, Enterprise Architect to determine file names consistent with the conventions outlined in this document.

Section A – General file naming conventions

1. All file names will be prefixed with a reference code unique to the collection that is being named. This code may be one of the following –
 - Accession number (for original materials)
 - Truncated ALMA MMS ID (for published materials)
 - Negative number (for legacy photographs and negatives)
2. Digital objects from multi-part collections will include an item/part number element. This may be one of the following –
 - Item number
 - Volume number
 - Volume & issue numbers
 - Date
 - Track number
3. Multipart objects will include a sequential scan number element. The file naming sequence will start at 0001, regardless of actual page number of the item, except in the case of maps, where it refers to the actual sheet number.
4. All numbers will be padded to a specific number of digits to ensure consistency in the length of file names. The only exceptions are –
 - Accession numbers
 - Copy print negative numbers
5. A note about original materials collections.

Original materials which have been described in a Collection Guide are all assigned unique item numbers. Collection Guides usually sort original materials collections into Series and Items. Please note that the Series number is NEVER reflected in the file name for an item. File naming for Original Materials follow the following sequence: Accession number-Item number-Scan number. Please see below for more information about formatting file names for Original Materials.

6. A note about published materials collections and MMS ID

Published materials include books, serials, maps, posters, and music scores, as well as photographs and videos which were created for public dissemination. These collections are file named using a truncated MMS ID (MMS ID is a number automatically generated by our Library Management System, Alma). For more information about the MMS ID, please see <http://cws.slq.qld.gov.au:8090/display/DServ/Abbreviating+Alma+MMS+ID> (SLQ internal document)

7. A note about accession numbers

All original materials receive a unique identifier known as an 'Accession Number'. Current practice (for the last ten years or so) is to assign a running number (automatically generated by Alma) consisting of five digits. Over the last 50 or 60 years, there have been many formats of accession numbers.

Some examples include:

OM numerical (OM stands for Oxley Memorial library)

eg OM67-14 (this can be interpreted as the 14th donation in the year 1967)

OM alpha to four digits (an alpha-only system used briefly in the 1980s. OM stands for Oxley Memorial library)

eg OMEQ

TR numbers (transfer numbers)

eg TR1791

M numbers (transfer number)

eg M796

R numbers (transfer number)

eg R73

APA/APE/API/APO/APU (albums of photographs)

eg APA101

Where these accession numbers exist, they are used in the file names. See below for specific examples.

Section B – File name elements

Format	Reference code	Item/Part Number	Sequential Number
Visual Works (Photographs) – original materials	Accession Number	Item Number	Scan number
Visual Works (Photographs) – copy prints	Negative number	Item Number	n/a
Visual Works (Photographs) – published materials	Truncated MMS ID	Item Number	Scan number
Manuscripts / Archive material / Works of Art	Accession Number	Item Number	Scan number
Photograph Albums (whole pages being digitised)	Accession number	Item number (to 2 digits – same item number as the individual photos)	Scan number (pages)
Photographs individually digitised from Photograph Albums	Accession number	Item number to 4 digits (same item number as the album, but to 4 digits)	Scan number (each image)
Music scores/ Artists books	Truncated MMS ID	n/a	Scan number
Objects and Realia	Accession Number (Original Materials) or Truncated MMS ID (Published Materials)	Item Number	Scan number
Maps	Truncated MMS ID	Item Number (multipart maps only)	
Published material	Truncated MMS ID	Volume	Scan number
Serials	Truncated MMS ID	Volume/Issue	Scan number
	Truncated MMS ID	Issue Number	Scan number
	Truncated MMS ID	Date (if no issue numbers)	Scan number
Newspapers	Truncated MMS ID	Date	Scan number
Audio	Accession Number or Truncated MMS ID	Item number	part number if applicable
Oral histories	Accession Number or Truncated MMS ID	Item number	Recording Number
Video	Accession Number or Truncated MMS ID	Item Number	part number if applicable

Section C – Format of file name elements

Reference code	Format	Prefix	Padding
Accession Number	39082-000x-000x TR1791-000x-000x OM72-6-000x-000x	none	No padding in accession number; item and scan numbers padded to 4 digits
MMS ID (always truncated – remove the '99' at the beginning, and the '2061' at the end)		none	None
Negative numbers (copy prints)	12345.tif	none	4 digits
Volume (monos)		v	3 digits
Volume/Number	v###n###	v / n	3 digits
Date	yyyymmdd	none	
Issue number (serials)		none	3 digits
Track number		none	2 digits
Begin time_End time	hh-mm-ss	none	
Thumbnails for visual works (photographs)	as per Accession Number, above; or Negative Number, above.	b (suffix)	With a 'b' suffix at the end of the filename

Section D – Specific Examples

Visual Works - Photographs

Includes: photographs, negatives, or slides, copy prints, individual photographs within an album. Born digital, turned digital, or digital only.

Rosetta IE Type/Directory: PhotosBD, PhotosTD, PhotosDO

File naming convention: Accession number-Item number-Scan number

Examples:

Accession numbers (including copy loans where the original is not held by the State Library)

4687-0025-0001.tif (Accession 4687, item 25, scan number 1)

5248-0125-0006.tif (Accession 5248, item 125, scan number 6)
4600-0013-0025.tif (Accession 4600, item 13, scan number 25)
Thumbnails: 4600-0013-0025b.jpg

AP numbers

API-1-0001-0001.tif (API-1, item 1, scan number 1)
APA-25-0002-0003.tif (APA-25, item 2, scan number 3)
APU-101-0001-0005.tif (APU-101, item 1, scan number 5)
Thumbnails: APU-101-0001-0005b.jpg

Transfer numbers

M1256-0025-0001.tif (item 25 of M 1256, scan number 1)
R12-0023-0002.tif (item 23 of R 12, scan number 2)
TR1785-0013-0001.tif (item 13 of TR 1785, scan number 1)
Thumbnails: TR1785-0013-0001b.jpg

OM numbers

OM75-120-0002-0001.tif (OM75-120, item 2, scan number 1)
OM64-12-0003-0001.tif (OM64-12, item 3, scan number 1)
OM82-10-0001-0005.tif (OM82-10, item 1, scan number 5)
Thumbnails: OM82-10-0001-0005b.jpg

Extended OM numbers

OM74-123-5-0002-0001.tif (OM74-123/5, item 2, scan number 1)
OM69-12-4-0006-0002.jpg (OM69-12/4, item 6, scan number 2)
Thumbnails: OM69-12-4-0006-0002b.jpg

Negative numbers i.e., copy prints (original NOT held by the State Library)

48473.tif
48474.tif
76.tif
Thumbnails: 48473b.jpg

Visual Works – 2 Dimensional Artworks

Includes: paintings, sketches, hand-drawn cartoons, etc., - framed or unframed. Turned digital, born digital, or digital only.

Rosetta IE Type/Directory: 2DArtTD, 2DArtBD, 2DArtDO

File naming convention: Accession number-Item number-Scan number

For artworks where the rear of the work is also to be captured, the front side is scan 0001 and the rear is scan 0002

Examples:

23576-0001-0001.tif (single artwork, front side only captured)

30122-0001-0001.tif (single artwork, front)
30122-0001-0002.tif (single artwork, back)
OM82-3-0003-0001.tif (artwork that is item 3 of Acc OM82-3, front view)
OM82-3-0003-0002.tif (artwork that is item 3 of Acc OM82-3, back view)

Visual Works – Architectural Plans and Drawings

Includes: Architectural drawings, architectural plans. Turned digital, born digital, or digital only.

Rosetta IE Type/Directory: ArchitecturalTD, ArchitecturalBD, ArchitecturalDO

File naming convention: Accession number-Item number-Scan number

Examples:

26090-0001-0001.tif (single plan, front side only captured)
10987-0001-0001.tif (single plan, front)
10987-0001-0002.tif (single plan, back)
OM72-5-0010-0001.tif (plan that is item 10 of Acc OM72-5, front view)
OM72-5-0010-0002.tif (plan that is item 10 of Acc OM72-5, back view)

Visual Works – Maps

Includes: Loose sheet maps – single sided, double sided, folded; individual maps and also chain maps and series. Does not include bound sets of maps, atlases, etc. Turned digital, born digital, or digital only.

Rosetta IE Type/Directory: MapsTD, MapsBD, MapsDO

File naming convention:

Truncated MMSID (single sheet);
Truncated MMSID-sheet number padded to 4 digits (multiple sheets)
Truncated MMSID-0001 Truncated MMSID-0002 (back of single sheet)
Truncated MMSID-sheet number padded to 4 digits-000# (multiple sheet map with front and back)

For maps where the rear of the work is also to be captured, the front side is scan 0001 and the rear is scan 0002.

Examples:

Single sheet

17350939710.tif
13659384720.tif

Single sheet with front and back

19757339710-0001.tif (front)

19757339710-0002.tif (back)

Multiple sheets

18382651860-0001-0001.tif (front of sheet 1)

18382651860-0001-0002.tif (back of sheet 1)

18382651860-0002-0001.tif (front of sheet 2)

18382651860-0002-0002.tif (back of sheet 2)

Map with additional attachments with front and back

18382651860-0001-0001.tif (front of sheet 1)

18382651860-0001-0002.tif (back of sheet 1)

18382651860-0002.tif (front of sheet 2, where this is no back)

18382651860-0003.tif (eg. Indexes without a front/back)

Visual Works – Posters

Includes: Loose individual posters – single sided, double sided, folded. Can be part of OM collections, or published collections. Turned digital, born digital, or digital only.

Rosetta IE Type/Directory: PostersTD, PostersBD, PostersDO

File naming convention:

OM Posters:

Accession number-item number-scan number

Published Posters:

Truncated MMSID- scan number

For posters where the rear of the work is also to be captured, the front side is scan 0001 and the rear is scan 0002.

Examples:

OM Posters

39083-0001-0001 (single poster, single sided)

3891-0005-0001 (front of item 5, from accession 3891)

3891-0005-0002 (back of item 5, from accession 3891)

Published posters

19274572820-0001.tif (front)

19274572820-0002.tif (back)

Visual Works – Pictorial Content within Publications

Includes: Visual works captured from within the pages of a publication or manuscript, eg soldier portraits from The Queenslander newspaper. Turned digital, or digital only.

Rosetta IE Type/Directory: PictorialTD, PictorialDO

File naming convention:

Truncated MMSID-[page scan number padded to four digits]-scan number padded to four digits (single volume mono, music score, artists' book)

Truncated MMSID-[volume/issue number/date]-[page scan number padded to four digits]-scan number (for serials)

*NB – for the purposes of digitisation, printed page numbers on publications are ignored. The first scan (front page/cover) starts at 0001 and continues from there, regardless of the pagination of the item being digitised.

Examples:

Image taken from the page of a monographic publication
1903857290-0005-0001 (image 1 from page scan 5 of book with truncated MMS ID 1903857290)

Image taken from the page of a serial
702692-19181103-0013-0001 (image 1 from page scan 13 of issue dated 3 November 1918)

Printed, Written and Bound Content – Publications

Includes: Publications (simple and complex; serials and monos). Includes published music scores, newspapers, and ebooks.

Rosetta IE Type/Directory: PubsTD, PubsBD, PubsDO

File naming convention:

TruncatedMMSID-scan number (single volume mono, music score, artists' book)

*NB – for the purposes of digitisation, printed page numbers on publications are ignored. The first scan (front page/cover) starts at 0001 and continues from there, regardless of the pagination of the item being digitised.

Serials, newspapers, and multi-volume monos include volume/issue/date elements as per the examples below.

Examples:

Published books

693805470-0001.tif

283947470-0045.jpg (scan 45 from the item with truncated MMSID 283947470)

709170470-v001-0035.jpg (scan 35 from Volume 1 of the item with truncated MMSID 709170470)

18384438570.pdf (pdf file of e-book with truncated MMSID of 18384438570)

- Volume numbers are only to be inserted for multi-volume titles. Ignore this element for single volume titles.
- For volumes which span more than one year, abbreviate the designation to 6 digits – 1949-1950 becomes 194950. Do not insert hyphens.
- Images of books may comprise the whole book, portions of the book, or individual page/s. File naming sequence will start at –0001, regardless of actual page number of the item.
- File names for complete e-books are also allocated using these guidelines.

Published serials

102354-v010i235-0001.tif (image 1 from Volume 10 Issue 235 of the item with VBRN 102354)

230929770-035-0001 (issue 35 of truncated MMSID 230929770)

- Images of journals may comprise the whole issue, portions an issue, or individual page/s. File naming sequence will start at –0001, regardless of actual page number of the item.
- File names for e-serial issues are also allocated using these guidelines.

Newspapers

Truncated MMSID-YYYYMMDD-scan number

702692-19061027-0001.tif (image 1 from newspaper issue dated 27 Oct 1906 with VBRN 702962)

Music Scores

Truncated MMSID-Scan number

441780470-0001.tif
441780470-0002.tif
441780470-0003.tif
642331470-0001.tif

Inserts

For the purposes of these conventions, an “insert” is an added item within the pages of another item where the secondary item’s pagination or presence is not consistent with the primary item eg folded letter, pressed flower, recipes, etc. Inserts may be loose or attached.

When free/loose, the insertion would be numbered as falling between the two pages on either side, eg left hand page 720692-19061027-0008 and right hand page 720692-19061027-0009

- If a single sided insert, it would be filenamed 720692-19061027-0008a
- If a multi sided, or multi paged insert (eg a booklet) it would be filenamed 720692-19061027-0008a01, 720692-19061027-0008a02, 720692-19061027-0008a03 etc

Multiple inserts in same position in an item would follow the same logic as above

eg 3 inserts

- The first insert (multi page) would be 720692-123-0008a01, 720692-123-0008a02, 720692-123-0008a03 etc
- The second insert (single page) would be 720692-123-0008b
- The third insert (multi page) would be 720692-123-0008c01, 720692-123-0008c02, 720692-123-0008c03 etc

If an insert requires a double page view as per the primary item, the file name would be 720692-123-0008c01 (first page) then double page 720692-123-0008c02_c03

When more than 26 inserts are included in the one location (as does happen with recipe books etc) the file number for the scan becomes a01-z01, numbering for beyond 26 inserts becomes aa01, aa02, etc.

When the insertion is attached to a page (eg glued in), the insertion is given the same number as the page it is attached to.

eg if attached to page 720692-123-0009, a right hand page, the file name for the insert will be 720692-123-0009a etc as above depending on whether single page or multi page.

Blank pages

Blank pages are only captured to maintain online viewing sequence. Where an item contains more than 10 continuous blank pages, a digital insert is included to indicate ‘The following pages are blank’. “Blank” is defined as not containing any original content.

Printed, Written and Bound Content – Manuscripts

Includes: Manuscripts – diaries and journals, log books, ledgers, minute books, handwritten music scores, etc, but excludes correspondence.

Rosetta IE Type/Directory: ManuscriptsTD, ManuscriptsBD, ManuscriptsDO

File naming convention: Accession number-item number-scan number

Examples:

TR1791-0003-0001
39808-0005-0002
M92-0001-0003

Inserts

See guidelines for inserts above. The same principles apply, but using accession numbers instead of truncated MMSID.

Blank pages

Blank pages are only captured to maintain online viewing sequence. Where an item contains more than 10 continuous blank pages, a digital insert is included to indicate 'The following pages are blank'. "Blank" is defined as not containing any original content.

Printed, Written Content – Correspondence

Includes: Loose handwritten or typed correspondence, including letters, postcards, and emails.

Rosetta IE Type/Directory: CorrespondenceTD, CorrespondenceBD, CorrespondenceDO

File naming convention: Accession number-item number-scan number

Examples:

OM67-14-0001-0001
29807-0003-0010

Printed, Written and Bound Content – Artists Books

Includes: Artists books which are handled as 'books' and not 'objects'.

Rosetta IE Type/Directory: ArtistsBooksTD, ArtistsBooksBD, ArtistsBooksDO

File naming convention: Truncated MMSID-Scan number

Examples:

441780470-0001.tif
642331470-0001.tif

Printed, Written and Bound Content – Photograph Albums

Includes: Collections of photographs collated in an album.

Rosetta IE Type/Directory: AlbumsTD, AlbumsDO

File naming convention:

For the album pages: accession number-item number padded to 2 digits-scan number

For the individual photographs: accession number-item number padded to four digits-scan number

Examples:

APA-25-02-0003.tif (Pages: APA-25, item 2, scan number 3)
APA-25-0002-0010.tif (Images from album pages: APA-25, item 2, scan number 10)
39204-02-000x.tif (page)
39204-0002-000x.tif (image from album page)

Blank pages

Blank pages are only captured to maintain online viewing sequence. Where an item contains more than 10 continuous blank pages, a digital insert is included to indicate 'The following pages are blank'. "Blank" is defined as not containing any original content.

Audiovisual Content – Film

Includes: Content digitised from any guage film format (8mm, 9.5mm, 16mm, 35mm, etc). Does not include video.

Rosetta IE Type/Directory: FilmTD, FilmDO

File naming convention:

Accession number-item number-scan number (sequence of scanned film frames) sitting within a folder, Accession number-item number_TIFF

Examples:

32052-0001-00000x.tif and so forth within 32052-0001_TIFF folder.
Not to be confused with hero image 32052-0001-deriv-edit.tif

Scanned film images are encoded to create derivatives
e.g. 32052-0001-deriv.mov (ProRes video); 32052-0001-deriv-edit (edited ProRes video); 32052-0001-deriv-edit.mp4 (mp4 online deliverable)

Audiovisual Content – Video

Includes: Content digitised from any analogue video, or born digital video content.

Rosetta IE Type/Directory: VideoBD, VideoTD, VideoDO

File naming convention: accession number-item number
Multipart video –accession number-item number-part number

Truncated MMSID-item number
Truncated MMSID-item number-part number

Examples:

31995-0001-master-deriv.tif (hero image)
31995-0001-master.mov (or original file extension of supplied video)
31995-0001-modified-master.mkv
31995-0001.srt (captions file)
31995-0001.xml/xls/etc (transfer notes, etc)
31995-0001.pdf/.docx (transcript)
31995-0001-master-deriv.mp4
31995-0001-master-deriv-edit.mov (if required)

See

<http://cws.slq.qld.gov.au:8090/display/DPS/Handling+of+AV+containers+prior+to+ingest+into+Rosetta> for more information.

Audiovisual Content – Audio

Includes: Audio including music, sound recordings, spoken word, and oral histories.

Rosetta IE Type/Directory: AudioBD, AudioTD, AudioDO

File naming convention: accession number-item number
Multipart audio –accession number-item number-part number

Examples:

Audio – Single track, single item – published materials

1391734820-0001-master.wav
1049857320-0001-master.wav

Audio - multiple items – published materials

1987387310-0001-master.wav (Item 1 from truncated MMSID 1987387310)
1987387310-0002-master.wav (Item 2 from truncated MMSID 1987387310)
1987387310-0003-master.wav (Item 3 from truncated MMSID 1987387310)
1234728370-0003-master.wav (Item 3 from truncated MMSID 1234728370)

Audio – single item, multiple tracks – published materials

1483948370-0001-0001-master (Track 1 from Item 1 from truncated MMSID 1483948370)
1483948370-0001-0002-master (Track 2 from Item 1 from truncated MMSID 1483948370)

Audio – single track – original materials

33393-0001-master.wav
OM92-1-0008-master.wav (item 8 from accession OM92-1)

Audio – multiple tracks – original materials

31254-0006-master.wav (Oral history recording from Accession number 31254)
35214-0001-0001-master.wav (Recording/part 1 of item 1 from Accession Number 35214)
35214-0001-0002-master.wav (Recording/part 2 of item 1 from Accession Number 35214)

OH10-0001-0001-master.wav (oral history recording from OH10, tape 1, side A)
OH10-0001-0002-master.wav (oral history recording from OH10, tape 1, side B)
OH10-0002-0001-master.wav (oral history recording from OH10, tape 2, side A)

If item needs editing, OH10-0002-0002-master-edit.wav and the web deliverable MP3 is OH10-0002-0002-master-edit.mp3

Objects and Realia – 2 Dimensional Photography

Includes: 2D images of Objects and Realia (includes artists books when treated as objects)

Rosetta IE Type/Directory: 2DObjectsTD, 2DObjectsBD, 2DObjectsDO

File naming convention: accession number-item number-scan number

Examples:

As per “Visual Works – Photographs”

Objects and Realia – 3 Dimensional Photogrammetry

Includes: 3D objects captured photogrammically and represented to client in 3D, or objects digitally created in 3D

Rosetta IE Type/Directory: 3DObjectsTD, 3DObjectsBD, 3DObjectsDO

File naming convention: Accession number-Item Number-Scan number

Examples:

As per “Visual Works – Photographs”

Directory Names and Rosetta Intellectual Entity (IE) Types

The naming conventions for directory folders match the Rosetta Intellectual Entity (IE) types.

Collection types are provided as examples, but are not an exhaustive listing of all types..

Visual Works:

Rosetta IE type/Directory Folder	Collection type
PhotosTD PhotosBD PhotosDO	Photographs, slides and negatives – INCLUDING “complex objects”. *Does NOT include postcards with handwritten text. See “Correspondence” instead.)
MapsTD MapsBD MapsDO	Maps
PostersTD PostersBD PostersDO	Posters
2DArtTD 2DArtBD 2DArtDO	Artwork (includes paintings, sketches, hand-drawn cartoons, etc)
ArchitecturalTD ArchitecturalBD ArchitecturalDO	Architectural drawings and plans
PictorialTD PictorialDO	Pictorial content in publications

Printed, Written and Bound Content:

Rosetta IE type/Directory Folder	Collection type
PubsTD PubsBD PubsDO	Publications (simple and complex; serials and monos). Includes published music scores.
ManuscriptsTD ManuscriptsBD ManuscriptsDO	Manuscripts – diaries and journals, log books, ledgers, minute books, handwritten music scores, etc, but excludes correspondence. (Includes turned digital and digital only, but also born digital – eg PDFs)
CorrespondenceTD CorrespondenceBD CorrespondenceDO	Correspondence – letters, emails, etc. (includes postcards with handwritten text)

ArtistsBooksTD ArtistsBooksBD ArtistsBooksDO	Artists Books
AlbumsTD AlbumsDO	Photograph albums (when an album is photographed in its entirety - front and back covers, whole pages with captions, etc - as opposed to individual photographs)

Audio-visual Content:

Rosetta IE type/Directory Folder	Collection type
FilmTD FilmDO	Film
VideoTD VideoBD VideoDO	Video
AudioTD AudioBD AudioDO	Audio – (includes Music and spoken word, with capability for transcripts/sheet music display)

Objects and Realia

Rosetta IE type/Directory Folder	Collection type
2DObjectsTD 2DObjectsBD 2DObjectsDO	2D images of Objects and Realia (includes artists books when treated as objects; includes objects which contain images, eg a locket with photos inside when photographed as an object)
3DObjectsTD 3DObjectsBD 3DObjectsDO	3D capture of objects and realia (TD and DO), or born digital 3D modelling.

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