File Naming – a guide

You have selected items for digitisation, documented them in a comprehensive list and plan to start scanning the physical item to create a digital surrogate.

File naming conventions are typically used to provide consistency for identification, storage and access.
State Library recommends the use of accession numbers and format type as a consistent method suited to images files, audio files and audio-visual files.

Example

A basic file naming structure identifies the accession number, followed by the file name for capture. It is best to use numbers with dashes. Avoid underscoring and long file names, blank spaces between numbers, words and phrases. It is best to rely on a system of inventory and accession numbers where possible.

7980-0001	7980-0001-0001.tiff
Digital folder	Digital file \ collection \ image file\ file type eg. tiff \ jpeg

Translation

7980-0001-0001 = Collection accession number - photographic set - image # 1
7980-0001-0002 = Collection accession number - same photographic set – image # 2

7980-0002 -0001= Collection accession number – photographic set 2 – image # 1

This system can be applied to collections or single items only

Collections made up of many parts may include additional elements in the file naming structure including:

- volume numbers

- date item digitised

- track number as in the case of audio recordings

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