

Title: Digital Lab File Naming Convention  
 Purpose: Procedures for file naming of digital reproductions to be deposited in Digital Collections  
 For: Digital Lab Staff  
 Maintained by: Digital Lab Manager  
 Date of Issue: 2016-09-28  
 Date of last Review: 2017-04-07  
 Next Review: 2017-09

---

## Contents

|   |    |
|---|----|
| Important notes:.....   | 2  |
| Historical manuscripts materials .....                                    | 2  |
| Processed Historical Manuscript Collections:.....                         | 2  |
| Photographs in Processed Historical Manuscript Collections: .....         | 2  |
| Unprocessed Historical Manuscript Collections: .....                      | 3  |
| Photographs in Unprocessed Historical Manuscript Collections: .....       | 3  |
| Unprocessed Scrapbooks:.....  | 3  |
| University Archives materials .....                                       | 4  |
| Items in Record Group 2:.....   | 4  |
| Items in Other Record Groups:.....  | 4  |
| Photographs in Other Record Groups: .....                                 | 5  |
| Athletic Videos .....   | 5  |
| Yearbooks: .....  | 5  |
| de Grummond materials.....  | 5  |
| de Grummond manuscript collections: .....                                 | 5  |
| Photographs in de Grummond Collections:.....                              | 6  |
| de Grummond Photograph Files (not part of a manuscript collection): ..... | 6  |
| de Grummond Medallions:.....  | 6  |
| de Grummond Catalogued Realia:.....                                       | 6  |
| de Grummond books: .....  | 7  |
| de Grummond periodicals: .....  | 7  |
| Items from the Editorial Cartoon Collection.....                          | 8  |
| Special Collection Materials.....   | 8  |
| Catalogued books from Special Collections:.....                           | 8  |
| Items from the Special Collections Vertical Files:.....                   | 9  |
| Special Collections unprocessed manuscripts:.....                         | 9  |
| Artwork: .....  | 9  |
| Special Collections Maps: .....   | 10 |
| Confederate Imprints:.....  | 10 |

## Important Notes

- All file names for materials in USM collections should begin with our OCLC code: MUS.
- Underscores should be used between all segments. The only full stop (period) in the file name should proceed the file extension (i.e. .tif)
- Before assigning new file names for digitized items, check the materials we've already digitized to be sure you are not re-using a file name.
  - File name tracking documents: U:\Digitization\Digi\working files

## Historical Manuscripts Materials

### **Processed Historical Manuscript Collections:**

- If the collection's identifying number starts with "M", use this file naming process.
- File names for scans of materials from a processed manuscript collection should be based on a combination of the manuscript collection number and the number in the series of digitized items for that collection.
- For example, the manuscript number for the Ingram-Day Lumber Company is M291. The first item scanned from this collection is therefore named mus\_m291\_0001
  - The mus is our OCLC code.
  - The m indicates this is a scan from a processed archives manuscript collection.
  - The first three numbers (291) indicate the Archives manuscript collection number.
  - The last four numbers (0001) indicate that this is the first item scanned for this collection. This number should be assigned in sequential order.
  - If an item has multiple pages, include an underscore and scan number (\_001), followed by another underscore and page number. For example, page two would be named mus\_m291\_0001\_002\_Page2 (do not include this for a single page document)
  - The second item from this collection would be named mus\_m291\_0002

### **Photographs in Processed Historical Manuscript Collections:**

- File names for scans of photographs in processed manuscript collections are based on the identifying number assigned during processing of the physical item.
- For example, a photograph in a collection might be assigned the number M291-452. The file name for the digitized version of this photo would be named mus\_m291\_452p
  - The mus is our OCLC code.
  - The m indicates this is a scan from a processed archives manuscript collection.
  - The first three numbers (291) indicate the Archives manuscript collection number.
  - The next set of numbers (452) indicates the photo number assigned to the physical item.

- The p indicates that this is a photograph and aids in avoiding duplication of file names with non-photographic materials in the same collection.
- If you are also scanning the back of the photograph, include a period and page number (\_1) at the end of the file name for each side. For example, the back would be named mus\_m291\_452p\_2 (do not include this for a single page document)

### **Unprocessed Historical Manuscript Collections:**

- If the collection's identifying number starts with "AM", use this file naming process. **Note:** if the item is part of a new accession to an existing processed collection (one with an "M" number), you should use the file naming process described above.
- File names for scans of materials from unprocessed manuscript collections should be based on the accession number of the collection.
- For example, the eighth accession received in the year 2007 would be named AM 07-8. The first item scanned from this accession would be mus\_am07-8\_0001
  - The mus is our OCLC code.
  - The am indicates this is a scan from an unprocessed archives manuscript collection.
  - The first set of numbers (07) indicates the year of the accession.
  - The next set of numbers (8) is the identifying number for that accession.
  - The last four numbers (0001) indicate that this is the first item scanned for this collection. This number should be assigned in sequential order.
  - If an item has multiple pages, include an underscore and page number (\_001) at the end of the file name for each page. For example, page two would be named mus\_am07-8\_0001\_002 (do not include this for a single page document)
  - The second item from this collection would be named mus\_am07-8\_0002

### **Photographs in Unprocessed Historical Manuscript Collections:**

- Follow the same procedure for other materials in unprocessed historical manuscript collections, but add a "p" at the end.
- For example, a photograph in the collection above might be named Mus\_am07-8\_0003p
- If you are also scanning the back of the photograph, include an underscore and page number (\_1) at the end of the file name for each side. For example, the back would be named mus\_am07-8\_0003p\_2 (do not include this for a single page document)

### **Unprocessed Scrapbooks:**

- Some scrapbooks has assigned numbers.
- File names for these scrapbooks are based on the assigned scrapbook number.
- For example, if you scanned page 25 of the number 14 scrapbook in collection AM01-17, the file name of that scan would be mus\_am01-17\_14\_25
  - The mus is our OCLC code.
  - The am indicates this is a scan from an unprocessed archives manuscript collection.
  - The first set of numbers (01) indicates the year of the accession.
  - The next set of numbers (17) is the identifying number for that accession.

- The third set of numbers (14) indicates the number assigned to the scrapbook.
- The last set of numbers (25) indicates the page of the scrapbook scanned.

## University Archives Materials

### **Items in Record Group 2:**

- Record Group 2 is composed entirely of photographs which have been assigned unique identifying numbers (“pc” numbers). The file names for these materials should be based on that number.
- For example, a photograph in this record group might be assigned the number pc0559. The name for the digital version of this photo would be mus\_rg002\_pc0559p
  - The mus is our OCLC code.
  - The rg indicates this is a scan from a University Archives collection.
  - The first number (002) indicates the number assigned to the record group where the item belongs.
  - The pc0559 is the unique number assigned to that particular photo in the Archives.
  - The p indicates that this is a photograph and is added for consistency of file naming with photographs in other record groups/collections.
  - If you are also scanning the back of the photograph, include an underscore and page number (\_1) at the end of the file name for each side. For example, the back would be named mus\_rg002\_pc0559p\_2 (do not include this for a single page document)
- For unprocessed photos, use the following sequential file name scheme: mus\_rg002\_u0001p. The second photo would be mus\_rg002\_u0002p.

### **Items in Other Record Groups:**

- As with Record Group 2, the file names for materials from other record groups should be based on their record group number.
- For example, an item from Record Group 52 might be assigned the file name mus\_rg052\_0001\_02\_Page1
  - The mus is our OCLC code.
  - The rg indicates this is a scan from a University Archives collection.
  - The first number (052) indicates the number assigned to the record group where the item belongs.
  - The next four numbers (0001) indicate that this is the first item scanned for this collection. This number should be assigned in sequential order.
  - If an item has multiple pages, include an underscore, and scan number. The next two numbers in the example above indicate the scan number of the item.
  - In a multiple page item, include a short description (\_Page1) at the end of the file name for each page. For example, page two would be named mus\_rg052\_0001\_03\_Page2 (do not include this for a single page document)
  - The second item from this collection would be named mus\_rg052\_0002

**Photographs in Other Record Groups:**

- Follow the same procedure for materials in other record groups, but add a “p” at the end.
- For example, a photograph in the record group above might be named mus\_rg052\_0003p
- If you are also scanning the back of the photograph, include an underscore and page number (\_1) at the end of the file name for each side. For example, the back would be named mus\_rg052\_0003p\_2 (do not include this for a single page document)

**Athletic Videos:**

- See separate File Naming document for Athletic Videos at ":\Digi\shared files\forms & procedures\procedures\digi lab guidelines\3 file names\AthleticVideo\_FileNaming”

**Yearbooks:**

- File names for yearbooks are based on the year of the original publication.
- For example, if you scanned page 25 of the 1927 yearbook, the file name of that scan would be mus\_yb1927\_025
  - The mus is our OCLC code.
  - The yb indicates this is a scan from a yearbook.
  - The first set of numbers (1927) is the year of the original publication.
  - The second set of numbers (025) indicates the number of the page scanned.
  - If the scan is the cover, do not put the second set of numbers for the page. (example: mus\_yb1925)
  - If the scan is a picture cropped from a page, put a p after the page number (example: mus\_yb1925\_0050p)

## de Grummond materials

**de Grummond manuscript collections:**

- Collection numbers for de Grummond collections begin with “DG”. File names for scans of materials from these collections should be based on this “DG” number.
- For example, the a manuscript collection might be assigned the number DG0451. The first item scanned from this collection is therefore named mus\_dg0451\_0001
  - The mus is our OCLC code.
  - The dg indicates this is a de Grummond scan.
  - The first four numbers (0451) indicate the de Grummond manuscript collection number.
  - The last four numbers (0001) indicate that this is the first item scanned. This number should be assigned in sequential order.
  - If an item has multiple pages, include an underscore and page number (\_001) at the end of the file name for each page. For example, page two would be named mus\_dg0451\_0001\_002 (do not include this for a single page document)

- The second item from this collection would be named mus\_dg0451\_0002

### **Photographs in de Grummond Collections:**

- Follow the same procedure for other materials in de Grummond collections, but add a “p” at the end.
- For example, a photograph in the collection above might be named mus\_dg0451\_0003p
- If you are also scanning the back of the photograph, include an underscore and page number (\_1) at the end of the file name for each side. For example, the back would be named mus\_dg0451\_0003p.

### **de Grummond Photograph Files (not part of a manuscript collection):**

- File names for photos in the DeGrummond Photograph Files are based on a number arbitrarily assigned by Digital Collections staff
- For example, a photograph in the Photograph Files might be named mus\_dgp\_0001p
  - The mus is our OCLC code.
  - The dg indicates this is a de Grummond scan.
  - The p indicates that this is from the Photograph Files.
  - The first set of numbers (0001) is the number arbitrarily assigned by Digital Collections staff to this particular item. This number should be assigned in sequential order.
- If you are also scanning the back of the photograph, include an underscore and page number (\_01) at the end of the file name for each side. For example, the back would be named mus\_dgp\_0001p\_02

### **de Grummond Medallions:**

- File names for DeGrummond medallions are based on the year of the medallion.
- For example, a medallion might be named mus\_dgm1987
  - The mus is our OCLC code.
  - The dg indicates this is a de Grummond scan.
  - The m indicates that this is from the medallions.
  - The first set of numbers (1987) is the year of the medallion.
- Scan the front and back of the medallion and indicate which side is front and back
- For example, the front would be named mus\_dgm1987\_01\_Front
- the back would be named mus\_dgm1987\_02\_Back

### **de Grummond Catalogued Realia:**

- Some 3-dimensional objects in de Grummond collections are catalogued. The catalogue number would look something like:

DG  
Realia  
00019

- File names for these items should be based on the catalogue number.
- For example, the file name for the item above would be mus\_dgr00019
  - The mus is our OCLC code.
  - The dg indicates this is a de Grummond scan.
  - The r indicates that this is catalogued realia.
  - The numbers (00019) indicate the number assigned to the item by cataloging.
- It is possible that you might scan/photograph different sides or parts of the same item. In that case, you would add an additional set of numbers to the file name, as well as a view number. For example, if the item above were a game and you were scanning/photographing different parts of the game, the first image would be named mus\_dgr00019\_001\_View1
  - The mus is our OCLC code.
  - The dg indicates this is a de Grummond scan.
  - The r indicates that this is catalogued realia.
  - The first set of numbers (00019) indicates the number assigned to the item by cataloging.
  - The second set of numbers (001) indicates the number assigned to the item by cataloging.
  - The View1 indicates that this is the first image to be viewed.
  - The second part from this game would be named mus\_dgr00019\_002

### **de Grummond books:**

- File names for de Grummond books are based on a number arbitrarily assigned by Digital Collections staff to a particular book.
- For example, if you scanned pages 34-35 of a particular edition of *Little Red Riding Hood*, and it was assigned the number 000001, the file name of that scan would be mus\_dgb000001\_0049\_Pages34-35
  - The mus is our OCLC code.
  - The dg indicates this is a de Grummond scan.
  - The b indicates that this is a book.
  - The first set of numbers (000001) is the number arbitrarily assigned by Digital Collections staff to this particular book. This number should be assigned in sequential order.
  - The second set of numbers (0049) indicates the scan number.
  - The next segment (Pages34-35) indicates the page number.
- **Important Note:** There may be many different versions of the same title, and they may have significant differences. The numbers should be assigned to particular *books*, not titles, and every effort should be made to ensure that the scans are associated with the correct book.

### **de Grummond periodicals:**

- File names for de Grummond periodicals are based on a number arbitrarily assigned by Digital Collections staff

- For example, a periodical might be named `mus_dgper_0001`
  - The `mus` is our OCLC code.
  - The `dg` indicates this is a de Grummond scan.
  - The `per` indicates that this is from a periodical
  - The first set of numbers (0001) is the number arbitrarily assigned by Digital Collections staff to this particular book. This number should be assigned in sequential order.
  - If an item has multiple pages, include an underscore and page number (`_001`) at the end of the file name for each page. For example, page two would be named `mus_dgper_0001_002` (do not include this for a single page document)
  - The second item from this collection would be named `mus_dgper_0002`

## Editorial Cartoon Materials

Old Filenames for items from this collection should have 8 characters: 4 letters followed by 4 numbers. They all should begin with the lowercase letters “`aaec`”, which is an acronym for the official name of the collection. This should be followed by 4 numbers indicating the number of the cartoon (written in pencil on the back of the original). For example, “`aaec_0019`” indicates that this is cartoon number 19 in the American Association of Editorial Cartoonists collection.

- example: `mus_aaec_0019`

## Special Collection Materials

### **Catalogued books from Special Collections:**

- Special Collections books are separated into Rare Books and Mississippiana
- File names for pages in books from Special Collections of McCain Library are based on a {5-digit} number arbitrarily assigned by Digital Collections staff to a particular book.
- Mississippiana example: if you scanned page 49 of a particular edition of *Mississippi Milestones*, and it was assigned the number 00001, the file name of that scan would be `mus_msb00001_0050_Page49`
- Rare Books example: if you scanned page 168 of *The Vicar of Wakefield : A Tale*, and it was assigned the number 00025, the file name of that scan would be `mus_rb00001_0170_Page168`
  - The `mus` is our OCLC code.
  - The `msb` indicates this is a scan from a Mississippiana book
  - The `rb` indicates this is a scan from a Rare Book
  - The first set of numbers (00001) is the number arbitrarily assigned by Digital Collections staff to this particular book. These numbers should be assigned in sequential order.
  - The second set of numbers (0050) indicates the scan number.



- The next segment (Page49) indicates the page number.
- **Important Note:** There may be many different versions of the same title, and they may have significant differences. The numbers should be assigned to particular *books*, not titles, and every effort should be made to ensure that the scans are associated with the correct book.

### **Items from the Special Collections Vertical Files:**

- File names for items from the Special Collections vertical files of McCain Library are arbitrarily assigned by Digital Collections staff.
- For example, the first item scanned from the vertical files would be named mus\_scv0001
  - The mus is our OCLC code.
  - The sc indicates this is a scan from an item in Special Collections. The v indicates that this is from the vertical files.
  - The numbers (0001) are assigned by Digital Collections staff. This number should be assigned in sequential order.
- A multi-page item from the vertical files would have a second series of numbers to indicate the page number within the same item. For example, the first page of a multi-page item in the vertical files might be named mus\_scv0001\_001. The next page from that same item would be named mus\_scv0001\_002, and so on.

### **Special Collections unprocessed manuscripts:**

- File names for unprocessed manuscripts from Special Collections of McCain Library are arbitrarily assigned by Digital Collections staff.
- For example, the first item scanned from the unprocessed manuscripts would be named mus\_scm0001
  - The mus is our OCLC code.
  - The sc indicates this is a scan from an item in Special Collections.
  - The m indicates that this is from the unprocessed manuscripts.
  - The numbers (0001) are assigned by Digital Collections staff. This number should be assigned in sequential order.
  - If an item has multiple pages, include an underscore with the scan number (\_001) followed by an underscore and page number (\_Page1) at the end of the file name for each page. For example, page one would be named mus\_scm0001\_001\_Page1 (do not include this for a single page document)

### **Artwork:**

- Most of the artwork stored in Special Collections has already been assigned a number. For example, there is a bronze statue that has been assigned the number wd003. The file names for scans/digital photographs of these items should be based on that assigned number.
- For example, if you the item mentioned above, the file name of that scan would be mus\_wd003
  - The mus is our OCLC code.

- The remainder of the file name is the assigned number of the artwork.
- It is possible that you might scan/photograph different sides or parts of the same item. In that case, you would add an additional set of numbers to the file name, including the scan number and the view number. For example, if the item above were a statue and you were scanning/photographing different parts of the statue, the first image would be named mus\_wd003\_001\_View1.
  - The mus is our OCLC code.
  - The first set of numbers and letters (wd003) indicates the number assigned to the item by cataloging.
  - The second set of numbers (001) indicates the number photographs/scans you took.
  - The next segment (View1) indicates the view number.

### **Special Collections Maps:**

- Most of the maps stored in Special Collections have already been assigned identifying numbers. For example, a map might be assigned number 0653. The file names for scans of maps should be based on their assigned numbers.
- For example, if you the item mentioned above, the file name of that scan would be mus\_map0653
  - The mus is our OCLC code.
  - The map indicates, obviously, that this is a map.
  - The remainder of the file name is the assigned number of the map.
- If the map does not have a number, assign a number in sequential order. An example is mus\_map\_a002.

### **Confederate Imprints:**

- The Confederate Imprints stored in Special Collections have already been assigned a (Crandall) number. For example, C3422. The file names for scans/digital photographs of these items should be based on that assigned number.
- For example, if you the item mentioned above, the file name of that scan would be mus\_scci\_c3422
  - The mus is our OCLC code.
  - The scci indicates that this is a special collections confederate imprint
  - The remainder of the file name is the assigned number of the imprint.