

File Naming:

1. Location

- a. Where the item was collected from. If it was a photo taken in Eugene, that would be the location.
- b. If it is at the University of Oregon, use uo. If it is located in University of California Berkeley, use ucb.
 - i. Example: **uo_1968_film-photo_001.jpg**

2. Date

- a. Use the year the image was originally taken. If there is a year range, use the furthest year to date.
 - i. Example: uo_**1968**_film-photo_001.jpg

3. Medium

- a. The format the physical object takes, such as film photo, push-pin, etc.
 - i. uo_1968_**film-photo**_001.jpg

4. Sequence Number

- a. If items have the same location, date, and medium, increment the sequence number accordingly. Otherwise, the default sequence number should be 001
 - i. Example:
 1. uo_1968_film-photo_**001**.jpg
 2. uo_1968_film-photo_**002**.jpg
 3. uo_1971_film-photo_**001**.jpg

Example:

location_date_medium_sequencenumber

uo_1968_film-photo_001.jpg

uo_1969_film-photo_002.jpg