Davison Art Center Image Files: File Naming

I. File Naming for Images of DAC Collection Objects

Each filename is derived from the individual object's accession number as below.

1. **Prepend "DAC_" and change accession number dots to plain dashes:**
   1960.1.1.1 —> DAC_1960-1-1-1

2. **Append an underscore and three-digit suffix. The first or primary capture image of each object takes "_001" and other captures, if any, take sequential numerals:**
   DAC_1960-1-1-1 —> DAC_1960-1-1-1_001

   [2a. *Optionally, and only when needed, insert additional characters on an* ad hoc *basis for images of associated materials, etc., after a primary object's transformed accession number plus underscore:*
   DAC_1960-1-1_front-cover_001_ for, perhaps, a front cover of a portfolio 1960.1.1
   DAC_1960-1-1-1_x1_001_ for a page of text associated with object 1960.1.1.1]

3. **Append final underscore, standard* three-character suffix, dot, and extension:**
   DAC_1960-1-1-1_001_mas.tif = Master TIFF of 1960.1.1.1 (eciRGB w/strips, for archive)
   DAC_1960-1-1-1_001_use.tif = Use TIFF of 1960.1.1.1 (for archive, Zoomify, more)
   DAC_1960-1-1-1_001_use.jpg = Full-resolution JPEG of 1960.1.1.1 (for EmbARK CM)
   DAC_1960-1-1-1_001_OA.tif = Open Access TIFF of 1960.1.1.1 (4096px long dim.)
   DAC_1960-1-1-1_001_OA.jpg = Open Access JPEG of 1960.1.1.1 (1024px long dim.)
   DAC_1960-1-1-1_001_249.jpg = AAMD fair-use JPEG of 1960.1.1.1 (249 px long dim.)

   *See Davison Art Center Image Files: Technical Specifications *document for file attribute details.*

II. File Naming for Images not of DAC Collection Objects

This pertains to master files of images other than those of individual collections objects. This includes gallery installation shots, event coverage, etc. The practice below pertains to master images on file; use-specific JPEGs derived from those files are often renamed more tersely, or in more descriptive ways for specific image users, for delivery or use in various contexts.

1. **Start with standard DAC prefix plus underscore**
   DAC_

2. **Add in-house subject-type code plus underscore**
   ex = exhibition —> DAC_ex_
   ev = event —> DAC_ev_
   ot = other —> DAC_ot_

3. **Add capture date in ISO format plus underscore**
   2008-11-07 —> DAC_ex_2008-11-07_

4. **Add keyword from an exhibition title, event name, etc. plus dash**
   Modernism —> DAC_ex_2008-11-07_Modernism-

5. **Add sequence within capture group, zero-padded to three places**
   Fifteenth shot in sequence —> DAC_ex_2008-11-07_Modernism-015

6. **Add dot and filetype extension**
   DAC_ex_2008-11-07_Modernism-015.tif

III. General limits on filenames in all cases above:
—use only numbers, letters of the alphabet, plain dashes (hyphens), and underscores
—use only low ASCII (no letters with accents or other diacritics, en-dashes, etc.)
—use only one dot (period), immediately before three-letter extension (.jpg, etc.)
—limit name length to no more than 64 characters, including dot and extension

Version 1.1 (Parts I & III closely descended from v1.0, 1998; last substantive revision, 2012, reduced zero-padding and allowed 64 characters).