



KU Digital Initiatives – *Filenaming Conventions*

All filenames must follow the basic technical requirements listed below:

- No more than 32 characters
- No spaces
- Only lower-case letters and numbers
- Components are separated by periods and underscores – don't use hyphens.
- Object ID's have no more than 19 characters
- Every filename is unique

At this time, filenames will have a maximum of two levels – Institutional name and Department or Unit name (when applicable). These are followed by the object ID, the part designator (when applicable) and the file extension:

institutional-acronym.department-acronym.object-id_part-designator.file-extension

- Institutional acronym – source/ownership information
- Department/Unit acronym – departmental or unit information
- Object ID – unique descriptive identification of described collection
- Part designator – information on the digital version (master file, thumbnail, etc...)
- File extension –

Institutional acronym example –

Kenneth Spencer Research Library - KSRL

T.R. Smith Map Collection - TRMP

Department acronym example –

- GIS and Numeric Data Lab – gn
- Kansas Collection - kc
- University Archives - ua

Object ID – the role of the Object ID is to be the unique identifier within the filename. It should be constructed to provide a succinct, unique identification of the described collection. If the item has a call number or other alpha or numeric identifier, it will be used as the Object ID. If it does not, a short abbreviated description should be used.

Filename Examples –

- ksrl.kc.msp5760_m.tif
- ksrl.ua.lindleyphoto_t.jpg
- trmp.gn.q100_5881b_sm.tif

The complete filename cannot exceed 32 characters.