

<b>Percent for Art File Naming Instructions (how to create file names or IDs)</b>
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Umbrella rules covering digital file names:

1. Use limited character set: lowercase a-z, 0-9, underscore, and hyphen.
2. Use leading zeros for numbers 0 through 9
3. Use four digits for year of awards or project, such as: 1999, 2001, etc.
4. Use project's full name, up to 8 characters.

Percent for Art specific rules:

5. Main organizational entity and its secondary site will be united by a hyphen.
6. **Structure art-related file names as follows:**
  - 1<sup>st</sup>: Year of award or building project, followed by underscore
  - 2<sup>nd</sup>: Name of main institution – name of repository site (or alternatively, larger entity-smaller entity), separated by hyphen and followed by an underscore
  - 3<sup>rd</sup>: Artist identification number is ordered sequentially beginning with 01 and followed by underscore
  - 4<sup>th</sup>: A supplementary accession number will correspond to the artist's (artwork) award or supporting documentation and will be formulated as a01, b01, etc. where a01 and b01 are different objects from same artist.
  - **Note: Art-related supplementary documents will be identified by appending “d” to artist ID number.**
  - Artwork series or multiple versions of a singular object (such as full view and detailed views) will conform to a01, a02, etc.

Format: **1234\_institution-repository\_01\_a01**

Examples: Artist <i>Beth Smith, DOT Mall project, 1991 commission, UO artist ID number 01, first file:</i>	1991_dot-mall_01_a01
<i>A second view of same work:</i>	1991_dot-mall_01_a02
<i>A different artwork, for same artist:</i>	1991_dot-mall_01_b01
<i>First art/artist-related document for same artist:</i>	1991_dot-mall_01d_a01
<i>Second art/artist-related document for same artist:</i>	1991_dot-mall_01d_b01

7. **Structure UO generic/non-art/building project-related file names as follows:**
  - 1<sup>st</sup>: Year of award or building project, followed by underscore
  - 2<sup>nd</sup>: Name of main institution – name of repository site (or alternatively, larger entity-smaller entity), separated by hyphen and followed by an underscore
  - 3<sup>rd</sup>: Internally created, controlled list of terms for object type, followed by an underscore
  - UO accession number, ordered sequentially

Format: **1234\_institution-repository\_type\_a01**

Examples: <i>1995 6-page map of Valley library: (Note here that a description of the object has replaced the artist ID number.)</i>	1995_osu-valley_map_a01 1995_osu-valley_map_a02 1995_osu-valley_map_a03 1995_osu-valley_map_a04 ...
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<i>A 2nd map for 1995 OSU Valley library:</i>	1995_osu-valley_map_b01
<i>Another document, third letter, 3rd page, relating to overall sculpture competition at OSU, Valley library:</i>	1982_osu-valley_letter_c01 1982_osu-valley_letter_c02 1982_osu-valley_letter_c03

**8. Indicators for digital formats (archive tiff, revised tiff, jpeg) will be structured as:**

- Archive tiff: as original (1982\_osu-valley\_brochure\_a02.tif)
- Revised tiff: append “r” to end of file name (1982\_osu-valley\_brochure\_a02r.tif)
- Jpeg: as original with jpeg extension (1982\_osu-valley\_brochure\_a02.jpg)

**File-naming conventions/controlled vocabulary for creating document titles:**

Controlled vocabulary for artwork (award) - related document titles:	Controlled vocabulary for non-artwork (award) related document titles:
exhibition list	floor-plan
artist statement	map
resume	index
biography	OAC [name of institution] call-to-artists
awards	floor-plan index
commissions	brochure
fine print disclosure	
collection of artist statements	
resume & exhibition list	
gallery brochure	

File-naming conventions using the above terms:

**Format for artwork-related document titles:**

[year of award or project] [last name of artist] [controlled vocabulary term], [page # if needed]

- **TITLE column for award-related documents—what to do when there are no docs:**
  - If there is no documentation in the binder for an artwork or artist, put a notation in the spreadsheet TITLE column saying “no materials” or “no documentation.” This assists the next person looking over the spreadsheet to recognize that there are no materials, rather than wondering if an artist was overlooked.
  - If there *are* materials to be scanned, create title for the object as follows:

➤ One-page document	➤ Multi-page documents (compound objects)
<p><b>year of project    artist last name</b>  <b>type of document</b></p> <p><u>Examples:</u></p> <p><u>For exhibition lists, use:</u>  <b>1995 Abrahamson exhibition list</b></p> <p><u>For artist statement, use (as example):</u>  <b>1995 Smith artist statement</b></p> <p>Note: <i>A single-page document does not need a page identifier.</i></p>	<p><b>year of project    artist last name</b>  <b>type of document</b>  <b>page # (for subsequent pages)</b></p> <p><u>Examples:</u></p> <p>1995 Smith exhibition list [for 1<sup>st</sup> page]  page 2 [for 2<sup>nd</sup> page]  page 3 [for 3<sup>rd</sup> page]</p> <p>Or</p> <p>1995 Ace artist statement  page 2  page 3</p>

- When there are multiple awards (artworks) for a single artist set in one building project and the same title is used more than once, distinguish the title by the artwork the text references. For example:
  - 1991 Coe artist statement (The Barking Rocks)
    - [where “The Barking Rocks” is the referenced artwork]
  - 1991 Coe artist statement (Steps to the Sea)
    - [where “Steps to the Sea” is the referenced artwork]