

Naming Conventions

- Replicate each physical folder as a virtual folder with the following naming convention:
 - **Subject_Location Name_Original File Date (YYYYMMDD)**
- Use the same naming convention for each scanned or photographed image file with an added page number appendage:
 - **Subject_Location Name_Original File Date (YYYYMMDD)_Page Number (XX).jpg**
- Insert all folders within a Subject root folder named after the file box you received, followed by initials of the person who took ownership of the box and a number. Virtual contents will be re-sorted at a later date as needed.
 - **Box Subject_Box Recipient Initials_Number (XX)**
- Alternatively upload a single PDF for each manilla folder, and place them within your 'Box Subject' folder.
 - Single images remain preferable for the purposes of search & accessibility.
 - The archive may split PDF's into individual images at a later date as needed.

Notes

- For sub-folders and image files use just the primary Subject name: eg: houses.
- Maintain descriptive qualifiers for root folders based on the filing box received: eg: 'upscale' houses, 'modernist' houses, 'country' houses.
- Conjoined subjects are acceptable: eg: Rooftop Pools.
- If you received a box with multiple subjects: eg: Art Dept., name your sub-folders and image files according to the folder subject.

Acquisition

- Content can be scanned or photographed.
- Many folders have fold-out photos pasted together that unfolded can measure in excess of 2' and are not ideal for scanning. If scanned in parts, please upload as a single stitched image. If you are unable to stitch, append the filenames with '_ToBeStitched_#of#'
- Scan at 300 dpi or Photograph (smartphones acceptable) at 3K to 4K minimum.
 - An iPhone Pro 12 Max isn't yielding the sharpest results. Consider a DSLR/Mirrorless.
- Many photos are glossy. Avoid glare. Consider your lighting. Use diffuse light vs direct overhead light.
- 1 manilla folder 'page' per image file. Do not capture top & bottom folder pages simultaneously.
- Capture the front of each manilla folder as the text usually provides valuable research information.
- Single page PDF's must be zoomed once opened in GDrive, jpeg's do not and make for more efficient viewing.

Tagging

Anyone with edit access can add tags to any folder or files in the description field in the right side panel accessed via the 'i' info icon; please feel free to do so, time permitting. This will aid and improve searches.

- Focus on keywords.
- Do not write lengthy descriptions.
- If a folder has something really unique, add a succinct note after other tags.
- Add and reuse tags that help universally differentiate locations. For example, 'upscale'.
- Note location burroughs and states where possible.
- Tag period styles & noteworthy architectural details.
- Tag images EXT (exterior) or INT (interior).

We're seeking volunteer archivists to aid in tagging and management. Anyone interested please contact:

technology@usa829.org