



Directory Naming Conventions for Digital Objects

Records file number:	710/179/003
Maintained by:	Preservation Services
Review date:	September 2020
Next review date:	September 2021

Document Control

Document version (1.0) approved September 2020

Authority

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Introduction

This document details the conventions employed by the State Library of Queensland for the naming of directories where digital objects are stored.

The digital object formats covered in this document are:

- Image files – of photographs, manuscripts, books, maps, music scores and artists' books;
- Audio files – of music, oral histories, public speeches or other public programs (webcasts);
- Video files – of digital stories, digitised film, born digital video, and public speeches or other public programs (webcasts).
- 3D files – 3D photographs/videos, and 3D printing files
- As new file formats emerge in the future, these conventions will be updated.

State Library is currently in the process of moving from a Digital Object Management System (DOMS) to a Digital Preservation System (DPS) which affects the directory structure for storage of files. As such, this document is divided in to two parts – Part A Directory Structure for Rosetta (our DPS), and Part B Directory Structure for DigiTool (the outgoing DOMS).

Related Documents

This document should be read in conjunction with the following State Library of Queensland documents:

- Digital Capture Specifications
- File Naming Conventions for Digital Objects, version 1.0

which are available on the Library's website at <https://www.slq.qld.gov.au/about-us/corporate-information/policies-and-guidelines>.

Management and control of digital objects

The management and control of directory structures for digital objects is led by Information Communications & Telecommunications Services (ICTS) and Preservation Services (PS), in consultation with Queensland Memory (QM), and collection specialists or project managers.

Before capturing a new digital object format, ie, a format not covered in this document, State Library staff must discuss options with the Coordinator, Digital Preservation, and Lead, Enterprise Architect to determine directories consistent with the conventions outlined in this document.

Part A – ROSETTA

Directory Structures

Files for digital objects are saved to Bridgekeeper

The structure for archive image files is as follows:

```
//bridgekeeper/archive/images/slq/[Rosetta IE Type]/[Date yyyy-mm]
```

The structure for archive video files is as follows:

```
//bridgekeeper/archive/video/slq/[Rosetta IE Type]/[date]
```

The structure for video deliverable files is as follows:

```
//bridgekeeper/video/slq/incoming/[accession number] (for single part videos)  
//bridgekeeper/video/slq/incoming/[accession+part number] (for multi part videos)
```

The structure for archive audio files is as follows:

```
//bridgekeeper/archive/audio/slq/[Rosetta IE Type]/[date]
```

The structure for audio deliverable files is as follows:

```
//bridgekeeper/audio/slq/incoming/[accession number] (for single part audio recordings)  
//bridgekeeper/audio/slq/incoming/[accession+part number] (for multi part audio recordings)
```

Directory Names and Rosetta Intellectual Entity (IE) Types

The naming conventions for directory folders match the Rosetta Intellectual Entity (IE) types.

Collection types are provided as examples, but are not an exhaustive listing of all types.

Visual Works:

Rosetta IE type/Directory Folder	Collection type	Directory
PhotosTD PhotosBD PhotosDO	Photographs, slides and negatives – INCLUDING “complex objects”. *Does NOT include postcards with handwritten text. See “Correspondence” instead.	//bridgekeeper/archive/images/slq/PhotosTD/[YYYY-MM] //bridgekeeper/archive/images/slq/PhotosBD/[YYYY-MM] //bridgekeeper/archive/images/slq/PhotosDO/[YYYY-MM]
MapsTD MapsBD MapsDO	Maps	//bridgekeeper/archive/images/slq/MapsTD/[YYYY-MM] //bridgekeeper/archive/images/slq/MapsBD/[YYYY-MM] //bridgekeeper/archive/images/slq/MapsDO/[YYYY-MM]
PostersTD PostersBD PostersDO	Posters	//bridgekeeper/archive/images/slq/PostersTD/[YYYY-MM] //bridgekeeper/archive/images/slq/PostersBD/[YYYY-MM] //bridgekeeper/archive/images/slq/PostersDO/[YYYY-MM]
2DArtTD 2DArtBD 2DArtDO	Artwork (includes paintings, sketches, hand-drawn cartoons, etc)	//bridgekeeper/archive/images/slq/2DArtTD/[YYYY-MM] //bridgekeeper/archive/images/slq/2DArtBD/[YYYY-MM] //bridgekeeper/archive/images/slq/2DArtDO/[YYYY-MM]
ArchitecturalTD ArchitecturalBD ArchitecturalDO	Architectural drawings and plans	//bridgekeeper/archive/images/slq/ArchitecturalTD/[YYYY-MM] //bridgekeeper/archive/images/slq/ArchitecturalBD/[YYYY-MM] //bridgekeeper/archive/images/slq/ArchitecturalDO/[YYYY-MM]
PictorialTD PictorialDO	Pictorial content in publications	//bridgekeeper/archive/images/slq/PictorialTD/[YYYY-MM] //bridgekeeper/archive/images/slq/PictorialDO/[YYYY-MM]

Printed, Written and Bound Content:

Rosetta IE type/Directory Folder	Collection type	Directory
PubsTD PubsBD PubsDO	Publications (simple and complex; serials and monos). Includes published music scores.	//bridgekeeper/archive/images/slq/PubsTD/[YYYY-MM] //bridgekeeper/archive/images/slq/PubsBD/[YYYY-MM] //bridgekeeper/archive/images/slq/PubsDO/[YYYY-MM]
ManuscriptsTD ManuscriptsBD ManuscriptsDO	Manuscripts – diaries and journals, log books, ledgers, minute books, handwritten music scores, etc, but excludes correspondence. (Includes turned digital and digital only, but also born digital – eg PDFs)	//bridgekeeper/archive/images/slq/ManuscriptsTD/[YYYY-MM] //bridgekeeper/archive/images/slq/ManuscriptsBD/[YYYY-MM] //bridgekeeper/archive/images/slq/ManuscriptsDO/[YYYY-MM]
CorrespondenceTD CorrespondenceBD CorrespondenceDO	Correspondence – letters, emails, etc. (includes postcards with handwritten text)	//bridgekeeper/archive/images/slq/CorrespondenceTD/[YYYY-MM] //bridgekeeper/archive/images/slq/CorrespondenceBD/[YYYY-MM] //bridgekeeper/archive/images/slq/CorrespondenceDO/[YYYY-MM]
ArtistsBooksTD ArtistsBooksBD ArtistsBooksDO	Artists Books	//bridgekeeper/archive/images/slq/ArtistsBooksTD/[YYYY-MM] //bridgekeeper/archive/images/slq/ArtistsBooksBD/[YYYY-MM] //bridgekeeper/archive/images/slq/ArtistsBooksDO/[YYYY-MM]
AlbumsTD AlbumsDO	Photograph albums (when an album is photographed in its entirety - front and back covers, whole pages with captions, etc - as opposed to individual photographs)	//bridgekeeper/archive/images/slq/AlbumsTD/[YYYY-MM] //bridgekeeper/archive/images/slq/AlbumsDO/[YYYY-MM]

Audio-visual Content:

Rosetta IE type/Directory Folder	Collection type	Directory
FilmTD FilmDO	Film	//bridgekeeper/archive/images/slq/FilmTD/[YYYY-MM] //bridgekeeper/archive/images/slq/FilmDO/[YYYY-MM]
VideoTD VideoBD VideoDO	Video	//bridgekeeper/archive/images/slq/VideoTD/[YYYY-MM] //bridgekeeper/archive/images/slq/VideoBD/[YYYY-MM] //bridgekeeper/archive/images/slq/VideoDO/[YYYY-MM]
AudioTD AudioBD AudioDO	Audio – (includes Music and spoken word, with capability for transcripts/sheet music display)	//bridgekeeper/archive/images/slq/AudioTD/[YYYY-MM] //bridgekeeper/archive/images/slq/AudioBD/[YYYY-MM] //bridgekeeper/archive/images/slq/AudioDO/[YYYY-MM]

Objects and Realia

Rosetta IE type/Directory Folder	Collection type	Directory
2DObjectsTD 2DObjectsBD 2DObjectsDO	2D images of Objects and Realia (includes artists books when treated as objects; includes objects which contain images, eg a locket with photos inside when photographed as an object)	//bridgekeeper/archive/images/slq/2DObjectsTD/[YYYY-MM] //bridgekeeper/archive/images/slq/2DObjectsBD/[YYYY-MM] //bridgekeeper/archive/images/slq/2DObjectsDO/[YYYY-MM]
3DObjectsTD 3DObjectsBD 3DObjectsDO	3D capture of objects and realia (TD and DO), or born digital 3D modelling.	//bridgekeeper/archive/images/slq/3DObjectsTD/[YYYY-MM] //bridgekeeper/archive/images/slq/3DObjectsBD/[YYYY-MM] //bridgekeeper/archive/images/slq/3DObjectsDO/[YYYY-MM]

Part B – DIGITOOL (Deprecated)

Directory Structures

Files for digital objects can pass through three storage areas as they are processed and made available online –

1. Incoming– newly digitized resources
2. Pre-ingest – storage for archive and derivative files prior to ingest into DigiTool
3. DigiTool storage

The directory structures for each of these storage locations are outlined in the following sections.

Appendix A provides a list of current organizations and their directory abbreviations.

1. Directory structure for files

1.1. Incoming Directory location for preservation masters.

The following is not a comprehensive listing of all directories. New directories will be created on an as needs basis.

Server or directory	Element	Description	Example
Server name		Files are stored on the backup1 server	
1 st Directory	Original format		Images audio video
2 nd Directory	Organisation name	3 letter code for the organisation contributing audio files.	slq
3 rd Directory	Incoming (not applicable to video files)	Files ready for derivative creation	
4 th Directory	Collection or format	photographic/image negative collection (neg) music (mus) Original material including manuscripts, photographs, oral histories, etc. (dao) artists' books (abk) maps (maps) published books (pub) digital stories (qldstories) Public Programs (pp) P&ILS (pils) Audio	neg mus dao abk maps pub qldstories pp pils audio_done

Examples -

\\bridgekeeper\images\slq\incoming\neg
\\bridgekeeper\images\slq\incoming\dao\7980-0001\7980-0001-0001.tif
\\bridgekeeper\audio\slq\incoming\audio_done
\\bridgekeeper\video\slq\qldstories

1.2. Pre DigiTool ingest - Derivatives

Derivative copies are created from the preservation master files stored in the Incoming directory. The derivatives are then stored in a separate directory structure as set out below, awaiting ingest to DigiTool.

Server or directory	Element	Description	Example
Server name		Files are stored on the backup1 server	
1 st Directory	Original format		images audio video
2 nd Directory	Organisation name	3 letter code for the organisation contributing audio files.	slq
3 rd Directory	Collection or format	photographic/image negative collection (neg) photographic/image scan collection (scan) music (mus) Original material including manuscripts, photographs, oral histories, etc. (dao) artists' books (abk) maps (maps) marketing published books (pub) digital stories (qldstories) Public Programs (pp) P&ILS (pils)	neg scan mus dao abk maps pub qldstories) pp pils
4 th Directory (Images only?)	Date (not applicable to video or audio files)	Date derivatives were created in format yyyymm-dd	2010-04-12

5 th Directory	Image usage	Indicates the derivative stored in that location	preview research jp2 tnl pdf mp3 mp4 wmab wmad wmvb wmvd
6 th Directory	Voyager Bibliographic Record Number	For “abk”, “maps”, “mus” and “pub”	664329 047320 00001
	Collection reference code	For the “dao”, “qldstories” directory. Identifies the collection the photographic image, manuscript, oral history etc. belongs to.	API-015-0001 5545-0001 2770-1 2770-2 OM65-04-1
	Title	Identifies the name of the virtual book.	steley
	Project	Identifies the name of the project.	idol

Examples -

<\\bridgekeeper\images\slq\neg\2010-03-29\research\203759r.jpg>

<\\bridgekeeper\images\slq\dao\2010-01-19\preview\27257-0001\27257-0001-0001p.jpg>

<\\bridgekeeper\video\slq\dao\wmvb\2918-0009\2918-0009.wmv>

<\\bridgekeeper\audio\slq\mus\mp3\101964\101964.mp3>

1.3. Pre DigiTool ingest – Preservation copy

Following the creation of derivatives copies, the preservation copy is stored in a separate directory structure as set out below, awaiting ingest to DigiTool.

Server or directory	Element	Description	Example
Server name		Stored on the backup1 server	
1 st Directory	Original format		images-archive audio-archive video-archive
2 nd Directory	Organisation name	3 letter code for the organisation contributing audio files.	slq
3 rd Directory	Collection or format	photographic/image negative collection (neg) photographic/image scan collection (scan) music (mus) manuscript, original photographic collections, oral histories, etc. (dao) artists' books (abk) maps (maps) marketing published books (pub) Public Programs (pp) P&ILS (pils)	neg scan mus dao abk maps pub pp pils
4 th Directory (Images only)	Date (not applicable to video or audio files)	Date derivatives were created in format Yyyymm-dd	2010-04-12
5 th Directory	Archive	Indicates preservation copy	archive
6 th Directory	Voyager Bibliographic Record Number	For "abk", "maps", "mus" and "pub"	664329 047320 00001
	dao Collection reference code	identifies the collection that the photographic image or manuscript belongs to. For the "neg" collection, there is no 6 th Directory as the negative number is all that exists.	API-015-0001 5545-0001 2770-1 2770-2 OM65-04-1
	neg collection	For the "neg" collection, there is no 6 th Directory as the negative number is all that exists.	
	Title	Identifies the name of the virtual book.	steley

	Project	Identifies the name of the project.	Idol qldstories nancypearl favouritethings
			introducing

Examples -

<\\bridgekeeper\images-archive\slq\neg\2010-03-26\archive\84716.tif>

<\\bridgekeeper\images-archive\slq\dao\2010-01-29\archive\27274-0001\27274-00010003.tif>

<\\bridgekeeper\video-archive\slq\dao\archive\2918-0009\2918-0009.avi>

<\\bridgekeeper\audio-archive\slq\pp\archive\nancypearl\001.wav>

2. Directory structure for DigiTool storage space

Files are allocated to specific storage spaces/directory according to their usage, format and contributing organization.

The allocation to a storage space is controlled within DigiTool through the use of Storage Groups and Storage Rules.

Storage Rules use the file format, preservation level, DigiTool Admin Unit and the contents of Partition A to allocate a file to a Storage Group.

The Storage Group specifies the storage space/directory where the file is to be stored.

2.1. Derivatives – all formats

Server or directory	Element	Description	Example
Server name		DigiTool production server	bishop.slq.qld.gov.au
Server name		Stored on the backup1 server	
1 st directory	Format	Indicates the format of the files	images video audio
2 nd Directory	Usage		derivatives
3 rd Directory	Collection or Organisation name	Indicates the digital collection the files belong to or the code for the contributing organisation	CairnsLib QPAC qldstories SLQMusic SLQPicQld SLQPublications
4 th Directory	Year	Year file was ingested	2011
5 th Directory	Month	Month file was ingested	02
6 th Directory	Day	Day file was ingested	04
7 th Directory	Batch reference	Files are stored in batches of 1000 pre ingest	file_10

2.2. Preservation copy – Formats other than video

(Video archive files are not currently ingested into DigiTool due to system constraints. These files are maintained on the backup server.)

Server or directory	Element	Description	Example
Server name		DigiTool production server	bishop.slq.qld.gov.au
Server name		Stored on the backup1 server	
1st directory	Format or usage	Indicates storage for preservation files	archive
2nd Directory	Usage + format	Indicates the format of the digital object	archivalimages archival audio archivalead
3rd Directory	Collection or Organisation name	Indicates the digital collection the files belong to or the code for the contributing organisation	CairnsLib QPAC SLQMusic SLQPicQld SLQPublications
4th Directory	Year	Year file was ingested	2011
5th Directory	Month	Month file was ingested	02
6th Directory	Day	Day file was ingested	04
7th Directory	Batch reference	Files are stored in batches of 1000 pre ingest	file_10

3. Directory structure for virtual books

Server or directory	Description	Example
Server name	Stored on the backup1 server - \\backup1\video	
1st Directory	Original format	vbooks
2nd Directory	Organisation name (3 letters). Gives name of organisation contributing video files.	slq
3rd Directory	Identifies the name of the virtual book.	steley coolangatta
4th Directory	Generated by virtual book publisher application.	

APPENDIX A - DIRECTORY ABBREVIATIONS FOR ORGANIZATIONS

athertonlib	Atherton Shire Library (Now Tablelands Regional Council)
bananalib	Banana Shire Library
barcaldinelib	Barcaldine Shire Library (Now Barcaldine Regional Council)
boonah	Boonah Shire Library (Now Scenic Rim Regional Council)
broadsound	Broadsound Shire Library (Now Isaac Regional Council)
bundaberg	Bundaberg City Library (Now Bundaberg Regional Council)
burdekin	Burdekin Shire Library
cairns	Cairns City Library (Now Cairns Regional Council)
chinchillalib	Chinchilla Shire Library (Now Western Downs Regional Council)
croydon	Croydon Shire Library
epa	Environmental Protection Agency
hinchlib	Hinchinbrook Shire Library
ils_images	Indigenous Library Services
mtisa	Mount Isa City Library
mtmorgan	Mount Morgan Shire Library (Now Rockhampton Regional Council)
nsla	National and State Libraries Australasia
pinerivers	Pine Rivers Shire Library (Now Moreton Bay Regional Council)
qbsc	Beaudesert Library
qcdra	Caloundra Library
qhbp	Hervey Bay Library
qm	Queensland Museum
qmar	Maryborough Library
qmc	Mackay Library
qmm	Queensland Maritime Museum
qpac	Queensland Performing Arts Centre
qtol	Toowoomba Library
slq	State Library of Queensland

Glossary of Terms

Term	Definition
BD	– see Born Digital
Born Digital	Materials that originate in digital form and which, in their original form, require a digital device to be utilised. <i>Abbrev.</i> BD
Digital Only	Materials acquired by the library in digital form only, that have a physical form, but where the physical form is not held by the library. <i>Abbrev.</i> DO
Digital Preservation System	A technical solution implemented by the Library to preserve digital content.
Directory / File Directory	A place on a computer system for storing files and folders.
DO	– see Digital Only
DOMS	Digital Object Management System. A system for managing digital objects and their associated metadata. Synonyms: DAMS (Digital Asset Management System)
IE	– see Intellectual Entity
Intellectual Entity	A coherent set of content that is described as a unit, for example, a book, a map, a photograph, an issue of a serial. (PREMIS term). <i>Abbrev.</i> IE
Rosetta	A digital preservation system, created by Ex Libris, implemented by the Library in 2017.
TD	– see Turned Digital
Turned Digital	Materials that have been created in analogue or physical form, later converted to digital form. Synonyms: 'digitised' ; 'reformatted'. <i>Abbrev.</i> TD

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