IMS LIBRARY:
FILE NAMING STANDARDS

For success, long-term growth and stability, it’s very important that we intelligently, systematically, and logically name the files we accept into the IMS Library. Before uploading images into IMS Library or CMS rename files to match the BAC filename standards.

**Accepted Symbols**
- Only use dashes (-) to separate words.
- Underscore (_) may be used to separate filename and image size (this is only in regards to the CMS (BAC website)).

Ex.: 20131012-city-lab-rosen Holtz-2232_660x440.jpg.

**Not Accepted**
- Spaces
- Symbols : ; ’ * #
- Personal naming conventions (eg., “Apple 21”)
- Characters from a non-Western alphabet (eg., “Синтия Рестораны Apple”)

**Staff Photography Naming Standards**
shot date yyyyymmdd-subject-photographer’s last name-org sequence.TIFF

If affiliated with a program, the program abbreviation should be used in conjunction with a general subject. See examples below.

Ex: 20130831-city-lab-rosen Holtz-2232.TIFF
**Contributor Standards**

description-photographer's last name (if known)-org sequence number.original format

Ex: 20130326-hp-studio-0001.jpg or practice-charney-2365.jpg

Note: If someone supplies you with images with generated filenames like DSC3343, DSC3344, DSC3345. Please keep this data as is, and add one or two words that describe the photos. Include the last name of person who submitted the photos if possible.

For example, if image filenames below were submitted to you from a summer academy event, you would do the following:

Filenames submitted:

- DSC3343
- DSC3344
- DSC3345

Renamed Files:

DSC3343-summer-academy-01.jpg
DSC3344-summer-academy-02.jpg
DSC3345-summer-academy-03.jpg