Nina Cummings, 5/30/3018

The Photo Archivist and Head Photographer are the two positions who assign ID numbers to images in the Photo Archives' collection.

### *Field Name:* Digital Identifier

***Digital Identifier*** *is created automatically by opening the layout in the list of tables in the System and selecting Anthropology, General, Geology, Zoology or Botany and clicking the button for "Assign Next…"*

**Components:** Deptcode + Neg# + _ + negsub# + d

If the **Digital Identifier** is not created or entered correctly, the search will fail to produce results. The **Digital Identifier** should <u>never</u> contain spaces or hyphens. A tiny space in the wrong place will cause numerous problems for the system, including errors when batch-uploading records. It may work on the MAC, but it will not work on a PC.

<div align="center">

Individual parts of **Digital Identifier**

Deptcode + Neg# + _ + negsub# + c or d [b/w does not appear in a Digital Identifier]
</div>

***Field Name:*** **deptcode** [Prefix]
<u>**Full Name:**</u> Department Code
**Examples: A** = Anthropology **B**=Botany **Z**=Zoology **GEO**=Geology **GN**=General

**Deptcode** is the first part of the **Digital Identifier** to be assigned. Use the criteria below to determine which **Deptcode** to use.

<u>Guidelines for assigning Deptcodes to Digital Identifier</u>
**Assign deptcode** of **A** *ANTHROPOLOGY* to:
Artifact, groupings of artifacts, field expeditions/collecting trips, scientific illustrations and drawings for publication

**Assign deptcode GN** *GENERAL* to:
Special Collections: Exhibits, IA events, architecture and general building exterior and interior, portraits, passports, Offices, Laboratory, Collections' storage work area

**Assign deptcode** of **B, GEO, Z** *BOTANY, GEOLOGY, ZOOLOGY* to specimens

### *Field Name:* Neg#

<u>Strict numeric</u>, 5 digits for B, GEO, Z , GN and 6 digits for Anthropology

### *Field Name:* negsub#
<u>Full Name:</u> Frame Number

Used to differentiate between the different images under the same main number.

For naming individual files, If there are less than 100 images under the same Negative Number, the negsub# is two digits with leading zeros for 01-09, if over 100 images, the **negsub#** will be 3 digits, leading 001-099.

### **Field Name: bwcd (suffix)**