



## CURATING COMMUNITY DIGITAL COLLECTIONS

### Folder Organization and File Naming Exercise

Create folder organization and a folder and file naming scheme for your digital assets. The key to file organization is consistency. Ensure that your structure can grow and scale to accommodate *additional content* beyond just these assets.

#### Conditions

- ✓ Expect that you will be making low resolution access or web copies of all files.
- ✓ Ensure your directory/folder/file naming structure clearly identifies preservation masters from access copies. *This can be done using folders or using file naming.*
- ✓ You may recommend renaming the original files, or not, but be prepared to explain why you decided to keep a file name or not.
- ✓ Expect that you will continue to add digital content to this collection.

Document your structure and share with the group.

**Collection title:**

**Folder organization:**

**Folder naming scheme:**

**File naming scheme:**

After discussion and input from other participants, create your folder scheme and arrange/re-arrange your files following your plan.