What’s in the Box?

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Digital Media!

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October 21, 2017 | LA Archives Bazaar
Note >>>>

- Storage media do not last forever

- Bringing digital files into a centralized setting makes organization easier

- Online marketplaces such as Amazon and eBay are useful for finding missing parts
Floppy disks

- **Strengths**
  - Removable
  - Easy to share

- **Weaknesses**
  - Obsolete
  - Sensitive to magnetic interference

- **Care & Storage**
  - Avoid high temps, fluctuating temps
  - Store in cool, dry place
  - Individual sleeves and/or storage box

*Image by George Chernilevsky, public domain via Wikimedia Commons*
Optical discs

- **Strengths**
  - Removable
  - Easy to share

- **Weaknesses**
  - Susceptible to poor handling and environment conditions
  - Breakdown of dyes

- **Care & Storage**
  - Avoid high temps, fluctuating temps
  - Handle by the extreme edges and/or center hole
  - If possible, avoid adding labels
  - Individual sleeves, jewel cases, and/or storage box

*Image by Ubern00b, CC-BY-SA-3.0 via Wikimedia Commons*
Flash memory

Strengths
- No moving parts
- Removable
- Easy to share
- Cheap

Weaknesses
- Cells can degrade with repeated use
- Quality control issues

Care & Storage
- Avoid high temps, fluctuating temps
- Don’t touch the gold/metallic contacts
- Individual storage containers

Image by Andreas, CC-BY-SA 2.0 via Flickr
Floppy disks,

Optical discs,

Memory cards...

Intended more for temporary storage and sharing rather than long term storage

It’s important to copy content off
“3-2-1 Rule”

- Strategize…
  - Make 3 copies…
  - on at least 2 different types of storage…
  - with at least 1 in a different location from the others.
Filenaming

Questions to consider:

- Who are the files organized for?
  - Do filenames need to make sense to others outside the organization?
- Do files need to match other related files?
- What are the most significant data points to capture?
  - How are these ranked?
- Do humans need to be able to understand the filenames?
- Do filenames need to match physical locations?
- Do filenames need to be extensible?
Useful conventions

- **Leading zeros**

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- **Largest unit > smallest unit**

  - Institution >
  - Collection >
  - Subunits >
  - Items >
  - Parts (recto, verso, etc.)

- **Standardized dates**

  Feb. 3, 2017 >
  20170203
  170203
  2017-02-03
  2017-02
Conventions to avoid

- Special characters
  \ / : * ? ” < > | [ ] & $ , .

- Lengthy names
  Pasadena_rose_parade_float_1938_accession_no_185603_hi_rez_600dpi_175.tif

- Spaces
  Los angeles photo 01.jpg
  Los angeles photo 02.jpg

- Subjective descriptions
  Pasadena_rose_parade_float_with_large_fluffy_dog_in_car_1938.jpg
Filenaming Policy

Guiding principles

Be consistent
Exceptions may fall outside the scope of the policy, and choices will need to be made about the organization of filenames such as where to include the date, what abbreviations to use, etc. Regardless of the decision, filenaming is only effective if patterns are followed consistently.

Order from largest to smallest units
Where possible, order filenaming elements from largest to smallest in terms of parts-to-whole.

Rules

• Special characters such as \ / : * ? “ < > | [ ] & $ , .
  o Replace with underscores
• Spaces
  o Replace with underscores
• Numbering
  o Add leading zeros with best guess as to how many levels needed
• Dates
  o Format dates to follow yyyyymmdd
• Letter case
  o Replace upper case lettering with lower case
Tips >>>

- Documentation!
  - Construct a guide or policy with examples

- Practice

- Practice again (and have your colleagues try it, too)

- Stay consistent

- Use a file renaming tool
  - Use regular expressions (regexes) for advanced search & replace features
Thank you!

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