

FIU Libraries, Digital Collections Center

How to name files and organize them for the “Coral Gables Memory” collection

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Tuesday, March 03, 2009

To give you an idea about this collection, please go to the Coral Gables Memory webpage (<http://miami.fiu.edu/coralgables/index.htm>) to get a feel of what the collection is about and what the images will look like online. Click on “BROWSE COLLECTION” to the right, mid-way on the page.

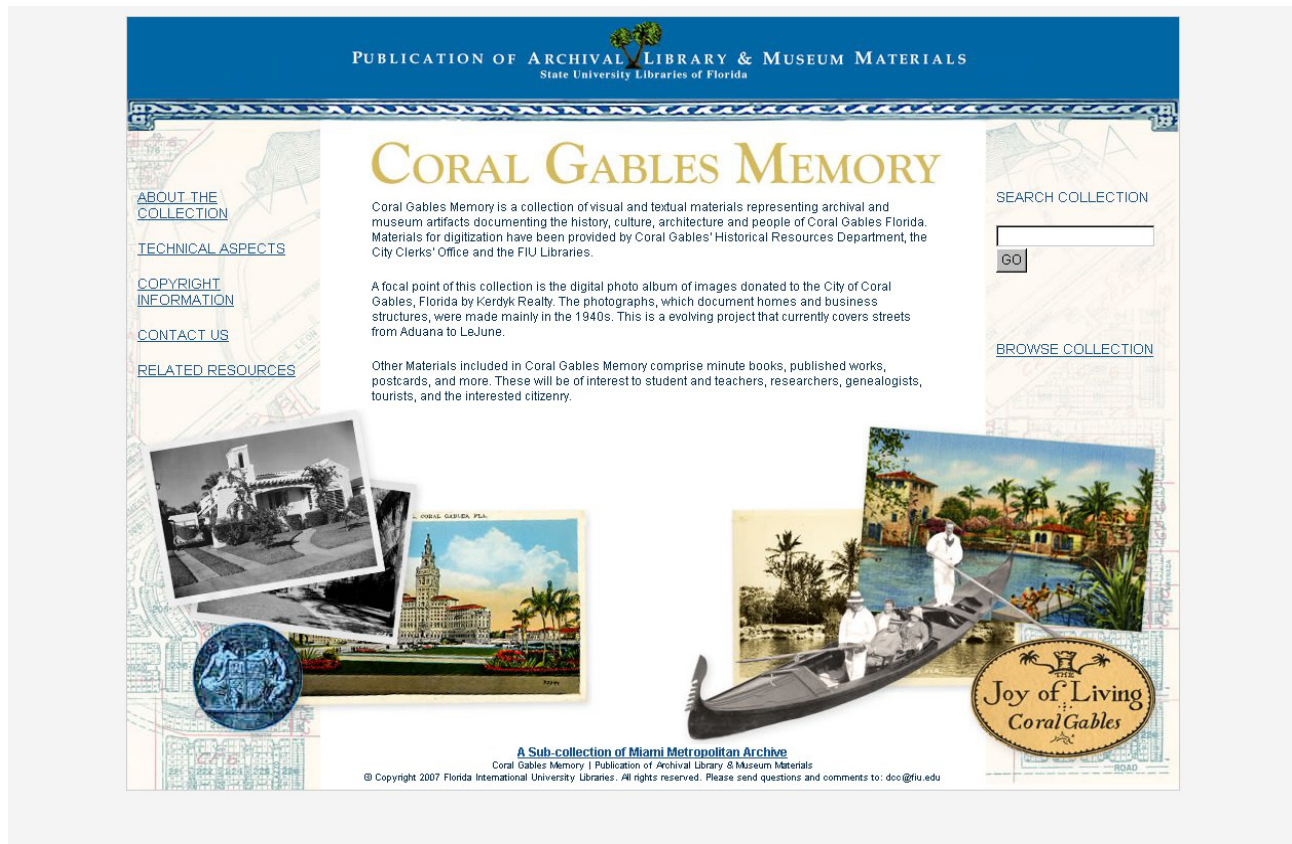


Figure 1: Coral Gables Memory Web page

These images are stored in boxes at the Historical Resources Department, Coral Gables City Hall. Almost half of the images (approx. 4000) were scanned back in 2005. There are about 2700 images remaining to be scanned, in order for FIU to publish the entire collection online

I personally never scanned any of the images but I do know that they need to be saved as master TIF files which are subsequently used to make derivative images for the Web (JPEG2000), as well as archival copies for digital preservation.

Each photograph is scanned on both the front (or recto) and back (or verso) sides, meaning that each photograph corresponds to two scanned files.

An important part of this project is giving the images proper file names. As you see the images below, they are named “FI05130001_001” and “FI05130001_002”. How did these names come about for the images?

“FI” stands for Florida International University.

“05” stands for the year the scan was made – the photo here was scanned in 2005. Photos scanned now will use ‘09’ instead of ‘05’.

“13” is a unique number assigned to the Coral Gables photo scanning project.

“0001” is the number assigned to the first street scanned for this project.

“_001” is the first image for the given street and represents the first address on the street, front side view.

“_002” is the next image for the street and represents the first address on the street, front side view.

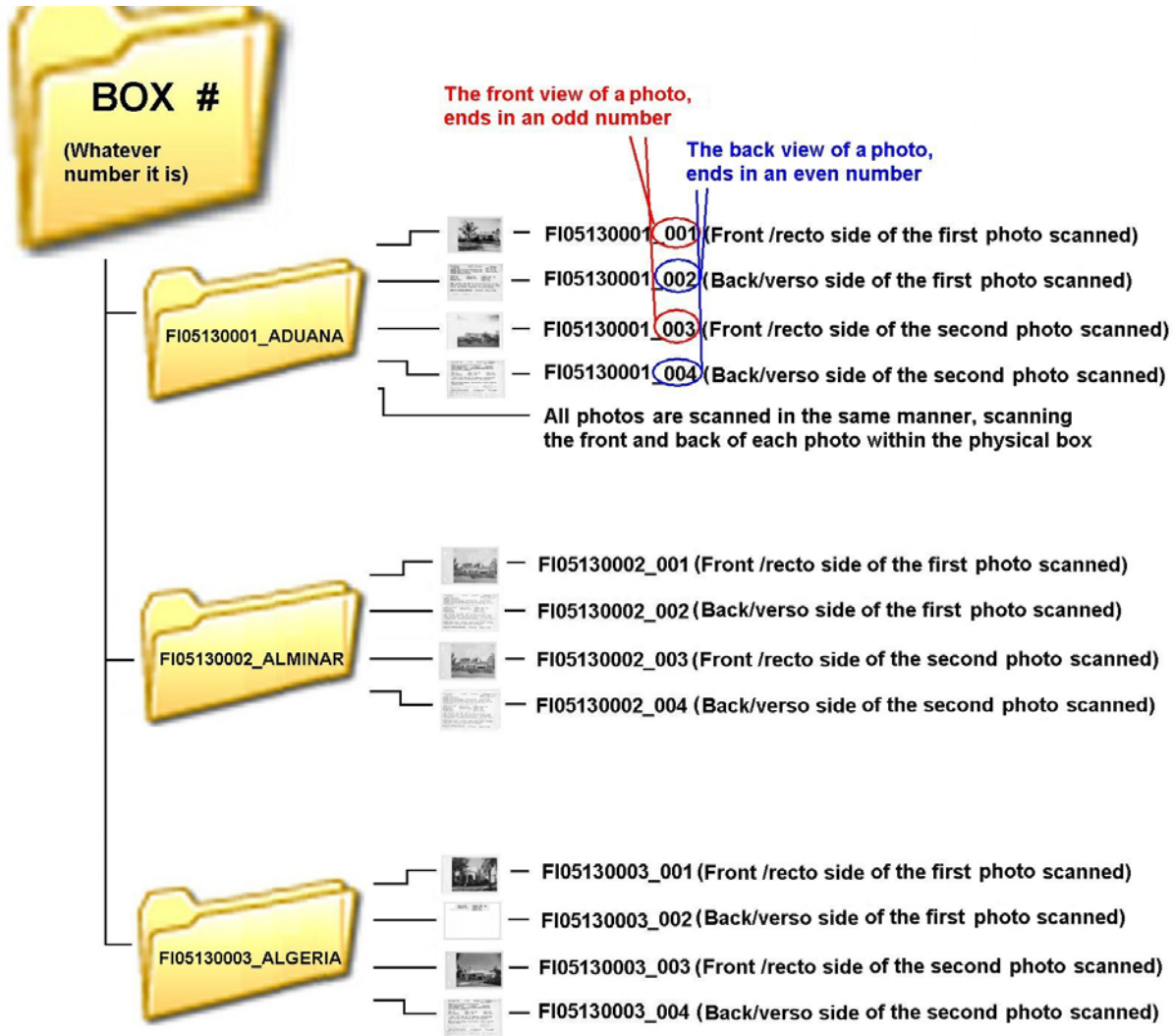
Start this project with “FI09130001” and increase the last four digits as you work from one street to the next. So the first image on the first street will be saved as “FI09130001_001.tif”, the second image will be “FI09130001_002.tif”, and so on.



Figure 2: First image scanned in 2005 was 1106 Aduana (front or recto side) : FI05130001_001

Start by creating a box-level folder with the same name as the Box # where the photos are stored. Then create subfolders, within the box-level folder, for each street contained within that box. Name the street-level subfolders with the "FI" number, underscore, and the name of the street (e.g., FI05130001_Aduana). Within the street-level folder you can start scanning the houses that belong on that street, in the order of their addresses from lowest to highest (e.g., 1106 Aduana Street, 1107 Aduana Street, etc.). Repeat the same steps for all the streets contained in that box. If, by chance, a street name continues from one box into the next, you will need to record the relevant addresses under the box in which they are actually found -- do not merge together data from two boxes.

Figure 4: Diagram showing file naming system



In Figure 4 above, you will notice in the second sub-folder (FI05130002_ALMINAR) that both photos look similar. Sometimes you will come across this issue, where multiple photos of the same house are present. Just scan each photo as usual, giving each of them their unique FI number.

To keep track of what you've scanned and to make notes as you go along, open up an Excel sheet. This step is to give a detailed view of what is in each box. Create an Excel sheet like the view below, with the minimum fields that you see;

- Column A; Box - This is where the box number goes
- Column B; Street Name - The name of the street
- Column C; FI # - FI number of the individual image
- Column D; Physical Address - When you look on the back it should have the address of each home.
- Column E; Date - The date you scan the photos
- Column F; Notes - Whatever notes you want to add

Figure 5: Excel sheet showing the details of each photo

	A	B	C	D	E	F	G
1	BOX #	STREET NAME	FI #	PHYSICAL ADDRESS	DATE	NOTES	
2	1	Aduana Street	FI05130001_001	1106 Aduana Street	3/15/2006		
3	1	Aduana Street	FI05130001_002	1106 Aduana Street	3/15/2006		
4	1	Aduana Street	FI05130001_003	1107 Aduana Street	3/15/2006		
5	1	Aduana Street	FI05130001_004	1107 Aduana Street	3/15/2006		
6	1	Aduana Street	FI05130001_005	1125 Aduana Street	3/15/2006		
7	1	Aduana Street	FI05130001_006	1125 Aduana Street	3/15/2006		
8	1	Aduana Street	FI05130001_007	1131 Aduana Street	3/15/2006		
9	1	Aduana Street	FI05130001_008	1131 Aduana Street	3/15/2006		
10							
11	1	Alminar Street	FI05130002_001	412 Alminar Street	3/15/2006	412 Alminar Street has multiple photos	
12	1	Alminar Street	FI05130002_002	412 Alminar Street	3/15/2006	412 Alminar Street has multiple photos	
13	1	Alminar Street	FI05130002_003	412 Alminar Street	3/15/2006	412 Alminar Street has multiple photos	
14	1	Alminar Street	FI05130002_004	412 Alminar Street	3/15/2006	412 Alminar Street has multiple photos	
15	1	Alminar Street	FI05130002_005	413 Alminar Street	3/15/2006		
16	1	Alminar Street	FI05130002_006	413 Alminar Street	3/15/2006		
17	1	Alminar Street	FI05130002_007	418 Alminar Street	3/15/2006		
18	1	Alminar Street	FI05130002_008	418 Alminar Street	3/15/2006		
19							
20	1	Algeria Street	FI05130003_001	1432 Algeria Street	3/15/2006		
21	1	Algeria Street	FI05130003_002	1432 Algeria Street	3/15/2006	Back of photo is a little faded	
22	1	Algeria Street	FI05130003_003	1425 Algeria Street	3/15/2006		
23	1	Algeria Street	FI05130003_004	1425 Algeria Street	3/15/2006		
24	1	Algeria Street	FI05130003_005	1416 Algeria Street	3/15/2006		
25	1	Algeria Street	FI05130003_006	1416 Algeria Street	3/15/2006		
26	1	Algeria Street	FI05130003_007	1412 Algeria Street	3/15/2006		
27	1	Algeria Street	FI05130003_008	1412 Algeria Street	3/15/2006		
28							
29							

What happens after you have saved and named the TIF files

After you are done with your work, mine begins. I am responsible for preparing submission packages for the Digitool digital library system. Using the Excel sheets you create in your work, I compile a summary sheet that represents a “shipping inventory” of what is going into Digitool. A screen from this shipping inventory is shown below. In this inventory, I make sure all boxes, street names and FI #'s are accurate and accounted for. The more detailed and accurate you are with your Excel sheets, the better the data and photos will be that go online for our users.

Thanks and good luck.

Sonia

Figure 6: Sonia’s Summary Inventory

	A	B	C	D	E	F	G	H
1	STREET NAME FIRST SCANNED	STREET NAME	FI #	TOTAL# OF PHOTOS	BOX #	DATE	NOTES	
2	1	Aduana Street	FI05130001	40	1	3/15/2006	Photos look good, no re-do's	
3	2	Alminar Street	FI05130002	38	1	3/15/2006	Photos look good, no re-do's	
4	3	Algeria Street	FI05130003	56	1	3/15/2006	Photos look good, no re-do's	
5	4	Algaringo Street	FI05130004	8	1	3/15/2006	Photos look good, no re-do's	
6	5	Algardi Street	FI05130005	6	1	3/15/2006	Photos look good, no re-do's	
7	6	Alfonso Street	FI05130006	20	1	3/15/2006	Photos look good, no re-do's	
8	7	Alesio Street	FI05130007	32	1	3/15/2006	Photos look good, no re-do's	
9	8	Alegriano Street	FI05130008	18	1	3/15/2006	Photos look good, no re-do's	
10	9	Aledo Street	FI05130009	96	1	3/15/2006	Photos look good, no re-do's	
11	10	Alcazar Street	FI05130010	134	1	3/15/2006	Photos look good, no re-do's	
12	11	Aguila Street	FI05130011	18	1	3/15/2006	Photos look good, no re-do's	
13	12	Albenga Street	FI05130012	2	1	3/15/2006	Photos look good, no re-do's	
14	13	Alberca Street	FI05130013	80	1	3/15/2006	Photos look good, no re-do's	
15	14	Alcala Avenue	FI05130014	4	1	3/15/2006	Photos look good, no re-do's	
16	15	Alcantarra Avenue	FI05130015	48	1	3/15/2006	Photos look good, no re-do's	
17								
18	16	Alhambra Plaza	FI05130016	16	2	3/15/2006	Photos look good, no re-do's	
19	17	Alhambra Court	FI05130017	24	2	3/15/2006	Photos look good, no re-do's	
20	18	South Alhambra Circle	FI05130018	30	2	3/15/2006	Photos look good, no re-do's	
21	19	Alhambra Circle	FI05130019	398	2	3/15/2006	Photos look good, no re-do's	
22								
109				SS				
110								
111								
112								
113	105	Indian Mound	FI05130102	20	8	3/15/2006	Photos look good, no re-do's	
114	106	Ingraham Hwy	FI05130103	10	8	3/15/2006	Photos look good, no re-do's	
115	107	Jeronimo	FI05130104	6	8	3/15/2006	Photos look good, no re-do's	
116	108	Laguna Street	FI05130105	8	8	3/15/2006	Photos look good, no re-do's	
117	109	La Mancha	FI05130106	32	8	3/15/2006	Photos look good, no re-do's	
118	110	LeJeune Road	FI05130107	92	8	3/15/2006	Photos look good, no re-do's	
119								
120								