IFML SOP-02: Metadata, Naming, and Archival Records

Scope and Purpose

This SOP defines metadata standards, naming conventions, and archival organization for IFML digital assets.

Its purpose is to ensure every file is uniquely identifiable and scientifically reusable.

Naming Convention

Format: Genus_species_ObjectType_View_Scan##_STAGE.ext

Example: Quercus_bicolor_leaf_front_Scan01_ARCHIVAL.tif

Controlled Vocabulary

ObjectType examples: leaf, bark, wood, seed, root, fungi.

View examples: front, back, surface, cross, longitudinal.

Folder Structure

IFML/Genus_species/ARCHIVAL

IFML/Genus_species/HD

IFML/Genus_species/WEB

IFML/Genus_species/ACCESS

Embedded Metadata

Scientific name, common name, scan date, scanner model, DPI, bit depth, operator.

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Derivative Rules

All derivatives must be generated from archival masters.

Archival files are never modified after capture.

Validation

Filename must match metadata.

No spaces; underscores only.

Taxonomy must be verified.